

Top Tips for Healthy Meetings & Events



Offer tap water infused with fruit or cucumbers

Offer a variety of fresh vegetables



Serve small portions

Serve fresh fruit as a side or dessert



Select whole grains

Select healthy proteins and at least one plant-based vegetarian option



Serve dressings and condiments on the side

Swappable Items

BREAKFAST

- ✓ **Protein.** Include healthy proteins such as eggs and low-fat dairy products. Try plain Greek yogurt and serve with fresh fruit and nuts as toppings. Avoid processed meats such as bacon and sausage.
- ✓ **Fruit.** Provide fresh fruit, whole or sliced, rather than juice.
- ✓ **Whole grains.** Select whole grain breads and baked goods. For items such as bagels and muffins, choose “mini” versions or cut larger portions in half. If you include pastries, keep the portions small or cut in half.

CHOOSE this...	INSTEAD OF this...
Water, Coffee, Tea	Juice drinks, Juice
Fresh fruit	Fruits in heavy syrup
Low-fat yogurt with low sugar	Regular, high-sugar yogurt
Small whole grain bagels – 3-1/2” or smaller	Regular-sized, refined grain bagels
Small or mini muffins or muffins cut in half	Regular or large muffins
Small whole grain bagels or muffins, low-fat granola bars	Croissants, doughnuts, sweet rolls, pastries
Toppings of peanut butter, almond butter, low-fat cream cheese, or hummus	Butter, full-fat cream cheese, stick margarine
Unsweetened whole grain cereals	Sweetened cereals and refined grain cereals

- ✓ Low fat yogurt
- ✓ Fresh fruit
- ✓ Whole grains
- ✓ Protein-rich toppings



LUNCH & DINNER

- ✓ **Sandwiches and wraps.** Choose whole grain sandwich breads, tortillas and flatbreads; healthy proteins such as roasted turkey, grilled chicken or tofu; condiments such as mustard, hummus, or avocado on the side; and sliced tomatoes, cucumber, leafy greens or other vegetables.
- ✓ **Entree salads.** Start with colorful greens and sliced veggies, and add protein such as tuna, hard-boiled eggs or beans. Provide additional healthy toppings such as avocados and nuts, and limit toppings of cheese, bacon bits, croutons, and crispy wonton strips. Choose vinaigrette dressings over creamy ones, and serve them on the side.
- ✓ **Desserts.** Serve sliced or whole fruit, or a platter of half fruit and half small-portioned baked goods.

CHOOSE this...	INSTEAD OF this...
Salads with lower-fat dressings on the side	Salads with added dressing
Lower-fat, lower sodium salad dressing	Regular salad dressings
Soups made with vegetable puree or non-fat milk or vegetable based soups	Soups made with cream or half and half
Whole grain pasta salads with light vinaigrette	Pasta salads made with mayonnaise
Sandwiches on whole grain breads	Sandwiches on croissants or white bread
Lean meats, poultry, fish, tofu, tempeh, legumes (3g fat/oz)	High-fat and fried meats, processed meats, poultry with skin, oil-packed or fried fish
Roasted, sautéed, or grilled veggies with herbs	Cooked vegetables in cream sauce or butter
Vegetable plate with hummus	Bread basket with butter
Whole grain bread or rolls with olive oil	Croissants or white rolls with butter
Desserts with lower calories: fresh fruit or desserts cut in half	Desserts with higher saturated fat and calories: ice cream, cheesecake, pies, cream puffs, cake, pastries

Tips for Healthy Pizza

- ✓ Lots of veggies
- ✓ Light on cheese or skip altogether
- ✓ Smaller slices
- ✓ Thin or whole wheat crust
- ✓ Limit processed meats
- ✓ Add a side salad



SNACKS

CHOOSE this...	INSTEAD OF this...
Cut up fruit	Cookies
Cut up vegetables	Chips
Whole grain crackers (5g fat or less/serving)	Crackers made with refined grains
"Lite" popcorn (5g fat or less/serving)	Potato chips
Plain yogurt with berries	Ice cream bars
Whole grain granola bars (with less than 10g sugar/bar)	Candy
Fruit with yogurt dip	Cupcakes, snack cakes
Vegetables with hummus, low-fat dressing, or salsa	Chips and dip

- ✓ Cut up fruit
- ✓ Cut up vegetables
- ✓ humus



BEVERAGES

- ✓ **Water.** Serve water, preferably tap water, in pitchers or other types of water dispensers. Encourage participants to bring their own reusable beverage containers.
- ✓ **Unsweetened hot beverages.** Provide regular and decaf coffee, tea, and herbal tea. For "creamers," offer milk and soy or almond milk instead of half & half or artificial creamers.
- ✓ **Other beverages.** Consider iced teas or carbonated water, flavored or unflavored with no added sweeteners; a water bar with cucumber and citrus slices or whole strawberries; or spritzers made from seltzer and a splash of 100% fruit juice. Limit fruit and vegetable juices to 4-8 oz, if served at all.

CHOOSE this...	INSTEAD OF this...
Water (plain or flavored, carbonated or not, with no sugar), coffee or tea, sparkling water, 100% fruit or vegetable juices	Soda or fruit-flavored drinks
Low-fat or non-fat milk, or non-dairy milk like soy or almond milk	Whole, 2% milk, or half and half
100% juice	Juice drinks