

Guidelines For Providing Healthy Food and Beverages in Meetings



Public Health is committed to creating a workplace environment that promotes health and prevents disease and injury. Public Health models this commitment by following current guidelines for providing healthy food and beverages in meetings.

We can help to create a culture of health in our work place and support Public Health staff in maintaining a healthy diet by being selective about when food is provided and the type of food and beverages provided at meetings.

These guidelines have been developed by the Healthy PHD Committee to assist Public Health staff in making decisions on healthy food and beverage choices purchased with Public Health funds for meetings, trainings, and events.

When to Provide Food and Beverages

In the workplace food is often easily available or used as a motivation tool, making it challenging for staff to maintain healthy eating habits. By being selective about when to provide food, we can create a workplace environment that supports staff in maintaining a healthy diet.

Guidelines on When to Provide Food and Beverages

- For meeting less than three hours do not provide food.
- For meetings held outside of typical meal periods consider not offering food.
- For meeting held during typical meal periods and/or meeting over three hours in length you may choose to provide healthy foods in small portion sizes.
- For all meetings it is good to provide water.
- For long meetings or meetings when healthy food is provided you may wish to provide coffee, tea and/or similar low calorie beverage options.

What Food and Beverages to Provide

Food and beverages purchased with Public Health funds for meetings are to be beneficial to health. By being selective about the food and beverages we provide we can create a workplace environment that supports staff in maintaining a healthy diet.

Guidelines on What Food and Beverages to Provide

- Foods that are low in added sugar, salt or solid fats
- Whole grain products
- Fresh fruits and vegetables
- Vegetarian options
- Pitchers of water
- 100% fruit or vegetable juice
- Low fat or non-fat dairy and soy products lean or alternative sources of protein
- Coffee, tea and decaffeinated options

Guidelines on Selecting and Serving Food and Beverages

- Maintain a list of caterers that offer healthy options
- Keep portions sizes small
- Cut bagels, muffins sandwiches and similar items in half
- Keep condiments, sauces and dressings on the side
- Do not serve soda or sugary beverages
- Include a statement on printed agendas or as a slide in visual presentations that notes Public Health follows healthy food guidelines
 - Public Health is committed to creating a workplace environment that promotes health and prevents disease and injury. Public Health follows current guidelines and/or best practices for providing healthy food in meetings.

Sources:

NYC Health - Food and Drink at Meetings and Events: What to Serve

<http://www.nyc.gov/html/doh/downloads/pdf/cdp/cdp-pan-hwp-nutrition-standards.pdf>

University of Minnesota, School of Public Health – Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events

<http://www.sph.umn.edu/pdf/news/pubs/NutritionGuide2009.pdf>

N.C. Department of Health and Human Services - Eat Smart North Carolina Guidelines: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings and Events

<http://www.ces.ncsu.edu/depts/fcs/pdfs/ES%20Healthy%20Meeting%20Guide.pdf>