

### Choose more of these:

#### Beverages

Water and citrus slices  
 Coffee, tea, decaf coffee and tea, herbal tea  
 Nonfat or 1% milk, nondairy creamers  
 100% fruit or vegetable juices (4-6 oz. glasses)  
 Carbonated water flavored/unflavored w/o sweeteners  
 Unsweetened Iced tea

### Choose fewer of these:

Soda and beverages w/added caloric sweeteners  
 Sports /energy drinks w/ high calorie and/or caffeine  
 Cream, whole or 2% milk  
 Large portions of fruit juice or fruit flavored drinks

#### Breakfast

Fruit: fresh, frozen, canned (in own juice), or dried  
 Whole grain breads, mini bagels and muffins, and other goods without trans fat  
 Non-fat or low fat yogurt  
 Non fat or low fat spreads (no trans fat) & cream cheese  
 Eggs, egg whites, and egg substitutes  
 Vegetable omelets  
 Lean bacon or sausage

Sweetened canned fruits (light or heavy syrup)  
 Baked goods made with white flours and trans fats, regular or large bagels, donuts, pastries, croissants  
 Regular yogurt  
 Butter and regular cream cheese

Regular bacon and sausage

#### Lunch and Dinner

Soups and side dishes made with stock base, vegetables, beans and legumes  
 Salads with a variety of colorful fresh vegetables and fruits ( low fat dressings on side)  
 Lean meats, skinless poultry, seafood, beans, legumes and peanut butter  
 Sandwiches on whole grain bread with lean meat or grilled vegetables, low fat cheese  
 Vegetables: fresh, steamed, oven roasted, grilled  
 Whole grain bread, pasta, rice and corn or whole grain tortillas

Cream soups  
 Salads dressed with high fat dressing  
 High fat meats, poultry with skin, fish packed in oil, high fat cold cuts  
 Sandwiches with white bread, high fat meat, cheese and condiments  
 Vegetables cooked with butter, cream or cheese  
 Bread and pasta made with white flour, white rice

#### Condiments and Snacks

Mustards, salsa, hummus, low fat mayonnaise  
 Fresh fruits: bite-size, whole, or sliced, such as strawberries, pineapple, grapes, apples, kiwi, watermelon, dried fruits  
 Fresh vegetables: bite-size, whole or sliced (serve with low fat dips or dressings on the side)  
 Grilled or roasted vegetables  
 Small servings of nuts and seeds that are low in salt and sugar  
 Whole grain crackers with hummus, tuna or small cubes of cheese  
 Yogurt fruit parfaits – low fat yogurt topped with low fat granola and fresh fruit  
 Baked chips, pretzels, low fat popcorn  
 Salsa or low fat sour cream dips

Butter, mayonnaise, sour cream  
 Pastries, cookies and cakes  
 White flour crackers, cheese slices  
 Whole milk yogurt and yogurt with added sugar  
 Fried chips, regular or buttered popcorn

#### Desserts

Fresh fruit or fruit salad  
 Small portions of baked goods without trans fats  
 Desserts low in fat and calories such as fruit, angel food cake, low fat yogurt, sorbet or sherbet

Large pieces of cake, pie, cookies or other baked goods made with trans fats  
 High fat, high calorie desserts such as ice cream, cake, pie, cheesecake

#### Food Preparation

Foods and beverages offered in moderate or half portions  
 Foods prepared with mono and/or polyunsaturated fats such as olive, canola and soybean oils prepared by baking, roasting, broiling, grilling, or poaching

Large portions  
 Foods prepared with trans fats, butter or cream  
 Fried food



Children In Balance, Mass In Motion and Healthy Lives are part of the Fall River Healthy City Initiative, a partnership between the Fall River Department of Health and Human Services and Partners for a Healthier Community, Inc., the Fall River Area Community Health Network Area (CHNA) Agency designated by the Massachusetts Department of Public Health for linkage funding.

**Healthy City Fall River**  
 One Government Center, Room 422  
 Fall River, MA 02722  
 508-324-2411

[www.HealthyCityFallRiver.org](http://www.HealthyCityFallRiver.org)

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Be sure to practice safe food handling practices:

- Keep hot food hot (above 140 degrees) and cold food cold (40 degrees or below)
- Always wash your hands frequently and use plastic gloves when handling food
- Keep raw meats away from other foods, utensils and cutting surfaces during preparation
- Cook all foods to proper internal temperatures

Resources:

- UC Berkley Guide to Healthy Meetings and Events
- Washington State Guidelines to Help Energize Your Meetings
- Eat Smart North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings and Events
- A Sense of Place Serving Local Food at Your Meeting, Washington State University and the Society of Nutrition Education

[www.mass.gov/massinmotion](http://www.mass.gov/massinmotion)

# Guide to Healthy Meetings And Events

**A tool for meeting and event planners**

## Five Guidelines to a Healthy Meeting



Healthy meeting guides have been developed for many government agencies, private business, community programs and universities. All are based on the recommendations from the 2005 Dietary Guidelines for Americans and all strive to provide guidance to meeting and event planners to provide the healthiest, most productive meetings through healthy food offerings and activity breaks.

The Nutrition and Physical Activity Unit of the Massachusetts Department of Public Health published its Healthy Meeting and Event Guide in 2007. Based on this Guide, Healthy City Fall River has developed its own guide that provides some additional ideas, such as including local foods and keeping sustainability in mind when selecting containers and utensils. Serving local foods can be a challenge, but the education of attendees and support to local producers and distributors can bring positive enhancements to your program. Sustainable practices show your respect for the environment.

Several local food establishments are committed to offering healthier choices to their customers. These establishments have adopted criteria that allow them to be designated by Healthy City Fall River as Healthy City Restaurants. A list of these establishments is available at the Healthy City Fall River website ([www.HealthyCityFallRiver.org](http://www.HealthyCityFallRiver.org)). Please consider their services when deciding on a meeting location and food provider.

Recommendations for activity breaks and suggestion for incorporating those breaks into meetings and events are also included.

### 1. Offer healthy food choices at breakfast, lunches, dinners, and receptions.

There are many healthy food options that both look and taste good. Fruits and vegetables are low in calories and high in vitamins, minerals and fiber. Portion sizes are an important consideration as well. While attendees may be familiar with larger portion sizes, serving smaller portions of foods and beverages will keep them more alert as the meeting progresses and allow the planners to offer foods and beverages with higher nutritional value. Stick with lower calorie beverages such as water, seltzers, low-fat milk, and unsweetened teas. Offer whole grain breads, cereals, crackers, and meal sides such as pasta and rice. Offer baked, roasted or grilled meats and fish, served with vegetables and prepared with no added fat.

### 2. Offer healthy choices at mid-morning and mid-afternoon meeting breaks.

Snacks are an important part of every day. Breaks are included during meetings to provide an opportunity for attendees to stretch and network. They are also important for reenergizing the body and mind with food. If you plan to provide breaks, offer only water, fresh fruits, low fat yogurt, and fresh vegetables with low-fat dips.

### 3. Identify healthy foods and beverages.

Include information about the foods you have chosen for your meeting in your program and also identify the healthy food choices by labeling the foods and beverages you are offering. The Healthy City Fall River Restaurant Program criteria can help you make better choices, and those restaurants that are participating in the program are committed to encouraging diners to make healthier choices by offering those choices on their menus. Check them out for your catering needs.

### 4. Include opportunity for physical activity.

Use ice breakers that involve physical activity. During the mid-morning and mid-afternoon breaks start the break with a short, five-minute physical activity led by a volunteer member of the meeting. Play active music during the remainder of the break to encourage attendees to continue to move throughout the break. Leave time at lunch, if possible, for a group walk around the meeting property. Provide participants with walking maps of the area.

### 5. Make it a sustainable meeting.

Group events provide opportunities to showcase local businesses and local foods. Serving local foods at a large event can be challenging but the positive impressions that will be left upon attendees will be valuable and give a boost to the local economy. Work with your food provider to serve as many unprocessed locally grown foods as possible for the event. Other ideas to make your event sustainable include:

- Choose reusable, washable serving containers and eating utensils.
- Use paper and compostable products when disposable is the only choice.
- Provide recycling containers for cans, bottles, cardboard/paper as needed.
- Arrange for a homeless shelter or soup kitchen to pick up edible leftovers.



### Tips for Healthy Eating

Try these:

- Serve sauces and dressings on the side
- Use egg substitutes in place of whole eggs
- Use low fat or non-fat versions of these dairy products: yogurt, cream, cheese, and milk.
- Keep portion sizes in line with the 2005 U.S. Dietary Guidelines for individual servings.
- Give participants an opportunity to inform you of dietary needs or restrictions before the event.

Avoid these:

- Foods prepared with trans fats (foods made with partially hydrogenated oils, whether baked or fried) and excessive amounts of sugar
- High fat meats like bacon or sausage.
- Higher fat/calorie cakes, pies and frozen desserts.
- High fat cream based soups.

### Suggested Foods for Healthy Meetings

The chart on the reverse side is designed as a resource tool to help with planning and selecting food and beverages for meetings and events. It is not all inclusive and is meant to provide representative examples. Use this to start discussions with your food provider for the event.

