

Checklist for Planning Healthful Meals and Breaks for Meetings

Here is a simple checklist to use when planning foods and beverages for a meeting, course, conference, or other professional event. In addition to checking YES or NO for each item, you can use the list to make notes for sharing feedback with event planners and caterers, as well as for enhancing the meal and break options at future events.

YES NO

- _____ _____ Is a **variety of nutrient-rich choices** offered over the course of the day?
- _____ _____ Are foods, especially healthy ones, presented in a **visually appealing manner**?
- _____ _____ Are **locally grown and produced foods** offered (when available)?
- _____ _____ Are **appropriate portion sizes** featured at each meal and break?
- _____ _____ Are **fruits and/or vegetables** offered at each meal or break?
- _____ _____ Are **whole-grain foods** offered at each meal or break?
- _____ _____ Are **fat-free and/or lowfat dairy foods** offered at each meal or break?
- _____ _____ Are **lower fat, salt, and sugar options** offered at each meal or break?
- _____ _____ Is **water** offered as a beverage throughout the day?
- _____ _____ Are **safe food handling practices** observed throughout the day?

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