

## Healthy Food and Beverage Guidelines for

# MEETINGS AND CELEBRATIONS

### Hosting a meeting or celebration? Thinking about providing food and beverages?

Follow these guidelines  
to promote healthy,  
nourished employees!

### Guidelines:

**WATER** – Provide pitchers with cold, fresh water and cups, or bottled water.

**MEALTIMES** – Food doesn't need to be provided at every meeting, especially at meetings less than one hour.

- Notify meeting attendees ahead of time if food will be provided.
- If possible, avoid holding meetings during lunch. Lunch may be the best time for employees to get movement into their workday.

MEETING TIME	CONSIDER PROVIDING	ALWAYS PROVIDE
7 a.m. - 8 a.m	Light Breakfast, Coffees, Teas	Water
9 a.m. - 11:30 a.m	Healthy Snacks	Water
11 a.m. - 12:30 a.m	Light Lunch	Water
12 p.m. - 4 p.m	Healthy Snacks	Water

### Healthy beverages:

Provide fresh cold water, milk, coffee or tea.  
Soda is not a healthy option.

### A healthy breakfast includes:

- Fruit (whole or cut up).
- Whole grains such as whole grain bagels, muffins, granola or oatmeal. You must specifically request whole grain bagels or muffins from your caterer. Ask for 'mini' versions.
- Protein – eggs (hard boiled or egg sandwich if it's a grab and go breakfast), peanut butter for bagels, yogurt, smoothies made with yogurt or protein powder, or protein bars.

### A healthy lunch includes:

- Fruit (whole or cut up).
- Vegetables (salad, crudité, soup, hot or cold vegetable sides).
- Whole grains such as sandwich bread, couscous, tabouli, quinoa, crackers. You must specifically request whole grain items from your caterer.
- Entrées – Sandwiches (e.g. turkey, chicken, hummus, portabella mushroom), salads (e.g. chicken caesar salad, chef salad), vegetable pizza with low-fat cheese on whole grain crust.

### A healthy snack may be:

Trail mix, pretzels, baked chips, veggie platter, fruit (whole or cut up), peanut butter and whole-grain crackers, yogurt, or popcorn.

### Healthy food tips:

- Serve whole grains, fruits, and vegetables whenever possible.
- Serve small portions – cut items in half or quarters.
- Dessert doesn't have to be heavy – fresh fruit, fruit crisp, or small cookies are excellent choices. No dessert is also an option!
- Include a vegetarian option at all meals.
- Identify food items with signage.
- Serve salad dressing on the side.

**think twice**  
before providing food

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**LET'S GO!**

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