

## 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 low-fat dairy foods offered at each meal or break?        |
| _____ | _____ | Are lower fat, sodium, 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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