

## Guidelines for Food and Beverages At Meetings and Catered Events

The guidelines listed below should be used for selecting foods and beverages for breaks or meals at meetings, conferences, and other work-related events.

**1. Offer fruits and/or vegetables every time food is offered.**

Examples include fresh fruit and salads; fresh and cooked vegetables

**2. Offer a variety of grains—especially whole-grain foods.** For example: whole-grain breads, pasta, and cereals; and muffins, fruit breads, or granola bars.

**3. Provide fat-free, low-fat, or low-calorie foods and beverages.** Ideas include fat-free or low-fat dressings or toppings such as salsa, low-fat yogurt dressing, sweet mustard; low-fat or calorie desserts such as angel food cake; low-fat or skim milk, low-fat yogurt or cheeses; and lean meats, poultry or fish, cooked and dried beans, peas and lentils.

**4. Offer foods and beverages low in added sugars.** You could serve unsweetened cereals, fruit spreads, cereal bars, water, 100% fruit juices, and regular and decaffeinated coffee or tea.

**5. Serve foods that are low in salt and sodium,** such as fruit, fresh vegetables, unsalted pretzels, popcorn, or baked chips; grilled or roasted entrees; and entrees cooked with spices and herbs instead of salt.

**6. Include smaller portions** such as mini-muffins or mini-bagels and 1-inch low-fat cheese squares.

**7. Consider offering only beverages low in added sugars at mid-morning and mid-afternoon breaks.**

**8. At any official function (conference, meeting, reception, meal, break or other similar event) at least half of the food items served shall be fruit, vegetables, 100% fruit and vegetable juices, whole grain breads and cereals, and / or skim or 1% milk.**