

NUTRITION STANDARDS

This brochure provides dos and don'ts, helpful hints and sample menus for keeping any occasion healthy. Follow these guidelines when planning menus and ordering food and beverages for all workplace meetings and events.

- **Provide tap water when food or beverages are served.**
 - If additional drinks are available, choose beverages with no more than 25 calories per 8 ounces, such as coffee, tea or flavored seltzers or waters.
- **Do not serve beverages with more than 25 calories per 8 ounces, such as soda, sweetened teas and juice drinks.**
- **Provide fresh fruits and/or vegetables when food is served.**
- **Follow the guidelines below to keep meals healthful:**
 - Keep portions small; cut breads and sandwiches into halves or quarters.
 - When serving milk or yogurt, offer only low-fat or fat-free options with no added sugars.
 - When serving bread, cereal, pasta or rice, provide whole-grain options such as whole-wheat bread, whole-grain cereal or brown rice.
 - *Do not* serve deep-fried foods.

This brochure provides guidance on implementing these standards and suggests sample menus for breakfast, lunch and celebrations.

Sample Menus

— Breakfast —

Mini whole-wheat bagels, pre-sliced and quartered
Fruit spread, low-fat cream cheese and peanut butter on the side
Low-fat plain yogurt with low-fat granola
Bananas, whole tangerines and apples
Coffee, tea, low-fat milk, tap water

— Lunch —

Turkey, lettuce and tomato sandwiches on whole-wheat bread
Whole-wheat pita sandwiches stuffed with grilled vegetables
Chopped salad of mixed greens, red peppers, cucumbers and chickpeas
Oil and vinegar on the side
Fresh fruit salad
Bite-sized chocolate cookies
Coffee, tea, low-fat milk, tap water, seltzer

— Celebrations —

Mixed vegetable platter with spicy salsa, hummus and herb yogurt dips
Air-popped popcorn freshly popped at the party and served in brown paper lunch bags
Assortment of three cheeses served with small, whole-grain crackers
Fresh fruit
Celebration cake
Coffee, tea, low-fat milk, tap water, seltzer

Food and Drink at Meetings and Events: What to Serve



Nutrition Standards to Promote Healthful Eating among Employees and Visitors

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Breakfast



Help everyone start the day off right by providing a healthy breakfast. Many typical breakfast items are high in calories, so choose carefully.

ALWAYS PROVIDE:

- Water
- Whole or pre-cut fresh fruit

CHOOSE:

- Low-fat or fat-free milk and yogurt with no added sugars
- Beverages with no more than 25 calories per 8 ounces, like coffee and tea

LIMIT:

- Juice (real fruit is a healthier choice)
 - Serve only 100% fruit juice in small cups (less than 6 ounces).
 - Consider diluting juice with seltzer or ice cubes.
- Breads and baked goods, such as muffins and bagels
 - Provide whole-grain options.
 - Cut muffins and bagels into halves or quarters, or order mini sizes.
 - Offer thinly-sliced, whole-grain bread.

DO NOT SERVE:

- Sugar-sweetened beverages with more than 25 calories per 8 ounces; these include soda, sweetened teas and juice drinks
- Any juice other than 100% fruit juice
- Cake, doughnuts, pastries or sweet buns



Lunch



Calories add up quickly with extras such as mayonnaise, chips, soda, cake and cookies. Provide a lower-calorie lunch by offering smaller portions, fresh vegetables and low-fat condiments, dressings and spreads.

ALWAYS PROVIDE:

- Water
- Whole or pre-cut fresh fruit and/or vegetables

CHOOSE:

- Salads that are easy to eat with pre-cut lettuces and other chopped vegetables
- Whole-grain options, such as whole-wheat pasta or brown rice
- Fresh, lean sandwich fillings, such as grilled vegetables and turkey with lettuce and tomato instead of high-fat or cured meats; order sandwiches on whole-grain bread and small wraps, and cut in half
- Lower-calorie condiments, such as low-fat mayonnaise and salad dressings, served on the side
- Dips low in saturated fat, such as hummus and salsa

LIMIT:

- Mayonnaise-based salads and sandwich fillings, such as egg or tuna salad, unless made with low-fat mayonnaise
- Desserts; if provided:
 - Order no more than one portion per person
 - Pre-cut desserts into small portions or order mini-treats

DO NOT SERVE:

- Sugar-sweetened beverages with more than 25 calories per 8 ounces; these include soda, sweetened tea and juice drinks
- Dips high in saturated fat, such as cheese, ranch or sour cream dips
- High-calorie or fried snacks, such as chips, French fries or fried chicken

Special Events



Celebrate with delicious, healthier desserts, such as fruit salad and whole-grain banana or zucchini bread. Exchange non-food gifts such as flowers or potted plants.

ALWAYS PROVIDE:

- Water
- Whole or pre-cut fresh fruit and/or vegetables

CHOOSE:

- Lower-calorie condiments, such as low-fat mayonnaise and salad dressings, served on the side
- Dips low in saturated fat, such as hummus and salsa
- Whole-grain snacks, such as air-popped popcorn and whole-wheat crackers

LIMIT:

Desserts; if provided:

- Order no more than one portion per person
- Pre-cut desserts into small portions or order mini-treats

DO NOT SERVE:

- Sugar-sweetened beverages with more than 25 calories per 8 ounces; these include soda, sweetened teas and juice drinks
- Additional cakes, candy or cookies if serving a large celebration cake
- Dips high in saturated fat, such as cheese, ranch or sour cream dips
- High-calorie or fried snacks, such as chips or French fries

