

IMPLEMENTATION MANUAL

FOR HEALTHIER
MEETINGS AND EVENTS



BACKGROUND

The New York City (NYC) Food and Beverage Guidelines (Guidelines) are adapted from the NYC Food Standards. The NYC Food Standards are an evidence-based nutrition policy mandated in all City agencies. The New York City Department of Health and Mental Hygiene (Health Department) developed the Guidelines as a tool to help community and faith-based organizations like yours follow the NYC Food Standards and create a healthy food environment. By adopting and following the Guidelines, your organization will follow some of the NYC Food Standards. Visit nyc.gov/health and search **food standards** to find the Guidelines and the NYC Food Standards.

Why Make Changes

Healthy eating can help prevent and control risk factors for diet-related diseases, such as diabetes and heart disease. Adopting and implementing a healthier food and beverage policy for meetings and events allows your organization to take an active role in improving its food environment and shaping the health outcomes of its staff, clients and organization members. Using the Guidelines as your food and beverage policy provides a strong and consistent message that a healthy environment is encouraged at your organization, making it easier for staff members and stakeholders to choose healthier foods.

How to Use This Implementation Manual

Whether you are voluntarily implementing the Guidelines or are mandated to follow the NYC Food Standards due to City funding for your programming, this manual will help you improve the foods you serve at meetings and catered and non-catered events, including trainings and celebrations. The information provided will help you successfully communicate and adopt your policy for both catered and non-catered events. This manual also includes cost-saving ideas and sample healthy menus.

Share this information with vendors and staff members involved in ordering or preparing foods and beverages at your organization. All **bolded blue** items in this manual are tools located in the appendix. You are encouraged to make copies of these tools.

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I. LAY THE GROUNDWORK

The Guidelines can help you better align your food environment with evidence-based dietary recommendations and serve healthier foods and beverages at meetings and events. Before you implement the Guidelines, it is important to lay the groundwork to ensure success. Building buy-in, assessing the food environment and communicating the policy are important first steps.

A. Build Buy-In

Gaining buy-in from leadership and staff members at your organization is an essential first step in establishing the Guidelines. Here are several recommendations to build buy-in:

Obtain Leadership Approval

Getting senior leadership on board is crucial. Speak with them early in the process. Share the benefits of the Guidelines and how they will promote healthier eating habits throughout the organization. Consider some of the strategies below to help you speak with your leadership team:

- ◆ Provide statistics for diet-related health diseases, such as diabetes and heart disease, in your neighborhood. Use statistics collected by your organization, if applicable, or visit nyc.gov/health and search for **neighborhood health statistics**. Discuss how healthy eating can help prevent and control risk factors for diet-related diseases.
- ◆ If your organization already offers health programs, discuss how adopting the Guidelines for meetings and events demonstrates consistency and reinforcement of current programs. Health programs include nutrition and health education workshops, farmers market programming, health insurance coverage for employees or work site wellness programming.
- ◆ Provide sample menus for healthier meetings and events and demonstrate that these changes don't require additional costs. Use the **Sample Menus** (Appendix B, page 22) in this manual when creating healthy menus.
- ◆ Share success stories from other organizations that have a food and beverage policy.
- ◆ Ask leaders to sign a pledge of support for your policy; share this pledge with the rest of your organization to gain buy-in from staff members and other stakeholders.



NYC HEALTH LINKS

The New York City Health Department provides organizations like yours, with resources that help communicate the importance of nutrition to your staff and community members. Visit nyc.gov/health and search **healthy eating** for more information.



Establish a Wellness Committee

A wellness committee is a group of employees and/or organization members who help promote healthier practices. The committee can introduce, support and plan trainings on the Guidelines to ensure successful implementation. They also make sure that health policies and programming can continue even when there are staff member changes, guaranteeing that health and wellness remain a part of your organization's culture.

Invite different stakeholders in your organization to be a part of the wellness committee, including:

- ◆ Anyone interested in wellness
- ◆ Food service staff
- ◆ Management or administration
- ◆ Community members, if applicable
- ◆ Facilities and custodial services

If your organization has multiple locations, consider inviting staff members from different sites to join the wellness committee or develop a plan to incorporate feedback from the various sites.



B. Assess the Food Environment

The food environment is the physical presence of food and beverages that can affect a person's diet. An initial assessment of your organization's food environment can help you successfully adopt a healthier food and beverage policy and document positive changes made over time. Describing the current food environment can also help you persuade organization leaders who have yet to buy into the policy.

Sample assessment questions include:

- ✓ How often does your organization serve meals and snacks at meetings and events?
- ✓ Which foods and beverages does your organization serve?
- ✓ Do you prepare any foods on-site?
- ✓ Are foods purchased from a grocery store, or ordered from a local caterer or restaurant?



NYC HEALTH LINKS

Visit nyc.gov/health and search **food standards** to find assessment tools for the Guidelines.

Learn From and Train Staff

Conduct a staff survey to see what employees think and already know about eating healthy. Use what you learn from the survey to provide staff and other members of your organization with educational trainings on the importance and benefits of nutrition. Trainings will help explain food and beverage changes at your organization and why it is important to provide healthier options. After the training, you can have staff sign a voluntary pledge to support the Guidelines.

C. Adopt and Communicate the Policy

Communicate your policy to staff members and stakeholders once it is finalized and approved. This is one of the most important steps you can take in creating a healthy food environment. To clearly communicate your policy:

- ◆ Think of the best approach to introduce the policy to various groups, whether it's to the wellness committee or another person in the organization who is supportive of the policy. Introduce the policy as a positive step for the organization and not as another rule.
- ◆ Conduct staff trainings about your policy, particularly for staff members who order or pay for food.
- ◆ Post your written policy in a visible location, especially in areas where food and beverages are prepared and/or served.
- ◆ Provide the policy to all staff members and stakeholders.
- ◆ Update employee manuals to include your policy.



II. IMPLEMENT THE GUIDELINES

This section can help your organization successfully implement the Guidelines. For additional resources, including a Menu Planner checklist, educational table tents, a train-the-trainer manual and other implementation tools, visit nyc.gov/health and search **food standards**. You can also refer to **Healthier Alternatives** (Appendix A, page 18) and **Tips for Different Cuisines** (Appendix C, page 24) in this manual to find healthier replacements for common foods.

A. Work With Vendors, Caterers and Restaurants

- ◆ Compile a list of vendors, caterers and restaurants used by your organization or gather menus from food providers in your area. Determine what food and beverage options on the list align with your policy. Use the questions below to guide your discussion.
 - ✓ Do you offer 100% fruit juice? Do you offer any beverages that contain 25 calories or less per 8 ounces?
 - ✓ What fruit and vegetable dishes do you offer?
 - ✓ Do you offer whole grains (e.g., brown rice; whole-wheat wraps, bread or pasta; oatmeal; quinoa; etc.)?
 - ✓ Which items are deep-fried? Is it possible to prepare these items in a different way, such as baking, grilling, boiling, steaming or sautéing?
 - ✓ Can healthier options, such as vegetables, brown rice or fresh fruit, replace fried or less healthy side dishes?
- ◆ Once you identify vendors and menu options that align with your policy, create default menus to make ordering easy.
- ◆ Document your experiences with each vendor. If a food vendor does not meet your needs, explore other options.
- ◆ Attach a copy of your food and beverage policy to all catering requests. Share that your organization is committed to providing healthier food and beverage options at meetings and events.
- ◆ Check in with your vendors periodically. They may have new or seasonal items that align with your policy and could add variety to your menu.



TIP

Ask about meatless dishes or dishes that can be made meatless to provide a vegetable option for everyone regardless of dietary restrictions.



TIP

Ask for whole-grain options even if you don't see them on the menu. Some restaurants have whole-grain options in stock or will purchase them for large orders.

B. Create Healthier Potlucks and Non-Catered Events

Potlucks are a fun way to celebrate birthdays, employee accomplishments, holidays and other significant events. They are also a great opportunity to practice healthy eating. Use the tips below to plan potlucks and non-catered events that meet your policy requirements.

- ◆ Use a sign-up sheet that includes sections for fruits, vegetables, whole-grain dishes and water to make sure attendees bring foods and beverages that fit your policy. See [Potluck Sign-Up Sheet](#) (Appendix D, page 30) for a sample template.
- ◆ Supply communal, reusable pitchers to make serving tap water easy.
- ◆ Make it fun:
 - Ask participants to bring a salad ingredient for a Build Your Own Salad bar.
 - Hold a MyPlate themed potluck, where everyone brings a dish suitable for a balanced and healthy plate. Options should come from the following food groups:
 - Fruits
 - Vegetables
 - Whole grains
 - Lean proteins
 - Low-fat dairy
 - Hold a rainbow-themed potluck where everyone brings a colorful dish that includes fruits and/or vegetables.
- ◆ Include a vegetarian option with a non-meat protein source (e.g., tofu, beans, edamame or peanut butter).
- ◆ Use your policy as a guide when creating a grocery list for your organization.



NYC HEALTH LINKS

Promote the healthier food and beverage options provided at your meetings and events by using table tents with healthy food messaging. Visit nyc.gov/health and search **food standards** to find the table tents for the Guidelines.

C. Offer Healthier Beverages

Water is the healthiest beverage option. Luckily for New Yorkers, NYC water tastes great and best of all, it's free! Sugary drinks are the **single largest** source of added sugar in our diets. Sugary drinks can increase your risk of obesity, diabetes, heart disease and tooth decay. By serving water instead of sugary drinks at your meetings and events, you can make it easier for staff at your organization to drink healthier.

Serving Tips

- ◆ Try to only serve tap or plain seltzer water.
- ◆ Infuse water with lemon, orange or cucumber slices; strawberries; raspberries; mint; basil; or other fresh fruits and herbs.
- ◆ Dilute 100% fruit juice with water or plain or flavored seltzer. Add pieces of fresh fruit for a delicious infused spritzer.
- ◆ Make sure milk substitutes, such as soy or almond milk, are plain and unsweetened.
- ◆ Check nutrition facts labels to see the calorie count of other beverages you may want to include. Beverages should have 25 or fewer calories per 8 ounces. Note that some labels may use different serving sizes.

Cost-Saving Tips

- ◆ Serve water exclusively.
- ◆ Purchase water pitchers that your organization can wash and reuse.
- ◆ Encourage people to bring their own reusable beverage containers. This will not only cut costs, but will also benefit the environment.



MAKE FLAVOR-INFUSED WATER

1. Start with a pitcher of cold tap water
2. Slice your favorite fruits and herbs to get the most flavor, or use frozen fruits to keep your water cold.
3. Don't add sugar!
4. Combine your flavors in the pitcher. Shake or let sit for at least 30 minutes.
5. Enjoy!



NYC HEALTH LINKS

Visit [nyc.gov/health](https://www.nyc.gov/health) and search **healthy beverages** to download a Flavor-Infused Water Recipes handout.





D. Offer Plenty of Fruits and Vegetables

Eating fruits and vegetables can lower your risk of heart disease and possibly some cancers. Fruits and vegetables contain plenty of fiber, and some types of fiber might help you feel fuller longer. Make it easier for your employees to eat fruits and vegetables by providing several options at meetings and events.

Serving Tips

- ◆ Serve at least one dish or menu option that consists *only* of fruits or vegetables.
- ◆ Place fruits and vegetables first in the buffet line so they are more visible.
- ◆ When offering salad, serve salad dressing on the side.
- ◆ Serve vegetables in a variety of ways, including raw as part of a salad, with fresh fruits, boiled, baked, steamed, grilled or sautéed. Offer sliced raw vegetables like bell peppers, broccoli, carrots and celery with salsa, hummus, guacamole or low-fat yogurt tzatziki, which is healthier than ranch or blue cheese dressings.
- ◆ Add fruits and vegetables to soups or grain-based dishes.
- ◆ Serve fruit as an alternative to less healthy dessert options like cake and cookies.
- ◆ Provide a variety of fruit dishes, such as fruit salads, kebabs or a bowl of whole fruit, which can also serve as a grab-and-go snack.

Cost-Saving Tips

- ◆ Provide whole fruit, such as bananas, apples, pears and tangerines, instead of pre-cut fruit.
- ◆ Make your own vegetable platters from store-bought baby carrots, celery sticks and cherry tomatoes instead of buying a pre-made vegetable platter.
- ◆ Serve a simple mixed green salad as a vegetable option.
- ◆ Serve in-season vegetables and fruits; they tend to cost less and are full of flavor. Shop at your local farmers market for in-season produce.



NYC HEALTH LINKS

Visit nyc.gov/health and search **farmers markets** to find a farmers market near you.



CUCUMBER TOMATO SALAD

Makes six servings

Ingredients:

2 cucumbers, sliced
2 tomatoes, chopped
1 onion, sliced
½ teaspoon, chopped garlic
½ teaspoon dried oregano (optional)
1 tablespoon olive or vegetable oil
3 tablespoons vinegar
Salt and pepper to taste

Directions:

1. Combine all ingredients in a medium bowl.
2. Chill for one hour.
3. Stir, serve and enjoy!
4. Refrigerate leftovers.

This recipe was created by the New York City Health Department's Stellar Farmers Markets program, which provides free, bilingual nutrition education and cooking demonstrations at select farmers markets throughout NYC. To find more than a hundred delicious, easy and seasonal recipes, visit nyc.gov/health and search **farmers markets**.

E. Make the Healthy Choice the Easy Choice

Encourage healthy choices by requiring healthier versions of common foods. Offering whole grains instead of refined grains, low-fat plain yogurt instead of full-fat and/or sugar-added yogurt, and baked or steamed dishes instead of fried, are small changes that can make a big difference.

Serving Tips

- ◆ Offer an assortment of toppings such as fruits, nuts and plain oats to add to plain, low-fat yogurt as a cost-effective alternative to breakfast breads.
- ◆ Serve sandwiches on whole-grain wraps, rolls or breads.
- ◆ Add whole grains such as quinoa, brown rice, barley, buckwheat, bulgur, millet and spelt to salads for an extra fiber boost.
- ◆ Only serve baked, grilled, steamed or boiled foods instead of fried foods. Frying foods can add extra calories.
- ◆ Consider serving easy-to-eat fruits, like tangerines, or a whole-grain snack like popcorn, rather than cookies or chips. For more guidance on healthier snack options use the nutrition criteria in the Guidelines for Food Vending Machines. Visit nyc.gov/health and search **food standards** to find examples of snacks that meet the Guidelines.

Cost-Saving Tips

- ◆ Shop around and find restaurants with options that meet your policy requirements as well as your budget demands. Do not hesitate to try new restaurants.
- ◆ Instead of purchasing additional healthier menu items, ask vendors to substitute side dishes like white rice and french fries for healthier whole-grain or vegetable options.
- ◆ If only a few restaurants or caterers in your area offer whole-grain or non-fried dishes at affordable prices, you may want to consider having a potluck instead. See page 30 for tips on serving healthy foods and beverages at potlucks.



DID YOU KNOW?

Excess calories from sugars, sodium and unhealthy fats can increase your risk of chronic disease. Read labels to make sure you are choosing foods that are low in sugar and have a less than 5% Daily Value of sodium and unhealthy fats.

Nutrition Facts

Serving Size 1	
Servings Per Container 1	
Amount Per Serving	
Calories 120	
	% Daily Value*
Total Fat 2g	3%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 10mg	0%
Total Carbohydrate 15g	5%
Dietary Fiber 1g	4%
Sugar 3g	
Protein 4g	8%
<small>*Percent Daily Values are based on a 2,000 calorie diet.</small>	



TIP

When purchasing food for your organization from a grocery store, read the ingredients list to make sure you are choosing whole grains. Whole-grain products usually have the word “whole” as a part of the first ingredient.

F. Serve Food in Healthy Portions

Over time, portion size has increased in restaurants, grocery stores, bodegas and bakeries. People tend to eat more calories if they are served a larger portion, even if they are not hungry. Providing smaller portions of higher calorie foods such as sweets, breakfast breads, wraps and sandwiches can help everyone enjoy their favorite foods while eating fewer calories.

Serving Tips

- ◆ Use smaller plates that are no more than 9 inches in diameter.
- ◆ Serve foods using regular-sized forks and spoons instead of large serving utensils.
- ◆ Serve mini bagels or rolls, and cut sandwiches in half, even if this practice is not included in your policy. That way, people can go back for seconds if they are hungry.

Cost-Saving Tips

- ◆ Order less than you need, especially if you are ordering bulk trays of food. For individual portions, order one portion or meal per person.
- ◆ Make a note of what is leftover and order less next time.
- ◆ Skip dessert: not only will it save money, but also extra calories and sugar!



DID YOU KNOW?

Twenty-five years ago, a blueberry muffin was 1.5 ounces and had 210 calories. Today, a blueberry muffin is 5 ounces and has 500 calories!



III. EVALUATE

Assess your organization's food and beverage policy implementation regularly. To simplify the review process:

- ◆ Appoint members of your food service team and/or wellness committee to track and review:
 - Invoices for meals ordered from restaurants or caterers
 - Vendor contracts
 - Copies of completed **Menu Planner Checklists**
 - Sign-up sheets for foods and beverages prepared on-site or brought from home

- ◆ Use staff meetings, staff surveys or a suggestion box to:
 - Ask for feedback about your food and beverage policy.
 - Collect stories from staff members and stakeholders about the positive effects the policy has had in their professional and/or personal lives.
 - Check in with staff about challenges they experienced in serving healthier foods and beverages to help you identify barriers.

Don't get discouraged by slow progress. Change takes time. Consider holding nutrition education workshops to continue building support for your policy.



TIP

Stories are an important and useful tool to increase buy-in throughout your organization. Share the stories you collect at staff meetings, nutrition workshops or health policy trainings to promote your healthier food and beverage policy.





IV. APPENDICES

Appendix A

HEALTHIER ALTERNATIVES

Use the tables below to help you swap less healthy items for healthier ones. Choose options from the right column as often as possible. If ordering from vendors, ask how they prepare their foods and request healthier swaps from the right column when possible.

BEVERAGES

Instead of..

Serve...

Juice drinks, fruit punch, lemonade

→ Plain tap or seltzer water, infused tap or seltzer water, 100% fruit juice

Soda, sports drinks

→ Seltzer water and spritzers made with 100% fruit juice

Sweetened coffee, coffee drinks, tea

→ Unsweetened tea with lemon slices, unsweetened coffee

Whole milk, 2% milk or half and half

→ Skim or 1% plain milk



SNACKS AND CONDIMENTS

Instead of...

Serve...

Potato chips

→ Baked potato chips, whole-grain pretzels, whole-grain crackers, air-popped popcorn, unsalted nuts or seeds

Cream or mayonnaise-based dips (e.g., ranch or blue cheese)

→ Yogurt-based dips (e.g., tzatziki), hummus, salsa, guacamole or mustard

Cookies, cakes, donuts, pies, brownies

→ Fresh fruit with yogurt dipping sauce, fruit kebobs or fruit salad, fresh whole fruit, mini cookies, mini cupcakes, yogurt parfaits



BREAKFAST ITEMS

Instead of...

Serve...

Croissants, donuts, danishes, sweet rolls, biscuits, cinnamon buns, pound cakes, cornbread, sweet puff pastries

→ Whole-wheat mini bagels, quartered or mini muffins, whole-wheat sliced bread, quartered or halved sweet breads (banana, zucchini or pumpkin)

Sweetened cereals

→ Unsweetened bran flakes or whole-grain cereals, plain oatmeal with cinnamon and fresh fruit

Spreads (butter, margarine, jam, cream cheese)

→ Nut butters like peanut or almond, soy nut butter, apple butter, reduced or low-fat cream cheese, hummus, unsweetened applesauce

Waffles, french toast, pancakes

→ Mini whole-grain waffles, half slices of whole-wheat french toast, mini whole-grain pancakes

Yogurts (regular, flavored or fruit at the bottom)

→ Low-fat, plain yogurt with fresh fruit



LUNCH AND DINNER

Instead of...

Serve...

Sandwiches on white bread, subs, rolls

→ Sandwiches on whole-grain bread, wraps or flatbreads, cut in half

Deep-fried meats (e.g., fried chicken, shrimp, fish)

→ Roasted, grilled, baked, boiled or sautéed meats

Mayonnaise-based pasta, potato, tuna salads

→ Whole-wheat pasta salad, potato salad or tuna salad made with non-fat Greek yogurt or olive oil; or whole-grain salads made with quinoa, barley or wild rice

Deep-fried vegetables (e.g., vegetable tempura, deep-fried zucchini sticks)

→ Roasted, grilled, sautéed or steamed vegetables cooked with olive oil

White rice

→ Brown or wild rice, side salad, steamed vegetables

Pizza with high-fat, high-sodium meats (e.g., pepperoni, sausage)

→ Whole-wheat crust pizza topped with vegetables



Appendix B

SAMPLE MENUS THAT MEET HEALTHIER CRITERIA

Following the Guidelines or Standards can be easy! Use these sample menus as a guide when planning any menu for meetings or events at your organization.

The food and beverage examples below are consistent with the Guidelines and Standards. Remember, a fruit or vegetable and water must be served whenever you serve food or beverages. Fruit, vegetable and water options are bolded.

· BREAKFAST MENU OPTIONS ·

BEVERAGES

Water

Unsweetened coffee (hot or iced)

Unsweetened tea (hot or iced)

100% orange juice

Plain, unsweetened, non-fat milk

SIDE DISHES

Assorted fresh fruit, such as apples and bananas

Hard-boiled eggs

Mini whole-wheat bagels with nut butters (e.g., peanut butter) or low-fat cream cheese, tomato slices served on the side

ENTRÉES

Plain oatmeal with cinnamon and fruit (e.g., raisins, bananas)

Berry parfait with non-fat Greek yogurt, fresh berries and low-fat granola or nuts



• LUNCH AND DINNER MENU OPTIONS •

BEVERAGES

Water (plain or infused with lemon or mint)

100% cranberry and apple juice spritzer

Unsweetened coffee or tea (hot or iced)

ENTRÉES

Whole-wheat wraps with roasted vegetables and hummus

Grilled or baked lean protein (chicken breast or fish) with brown rice and vegetables

SIDE DISHES

Garden salad with balsamic vinaigrette or olive oil and vinegar served on the side

Whole-wheat pasta salad with chopped vegetables and olive oil and vinegar

Sautéed spinach

Small whole-wheat roll or baked potato chips

DESSERT

Fresh fruit, such as grapes and sliced pineapples, strawberries or melon

Mini oatmeal cookies



Appendix C

TIPS FOR DIFFERENT CUISINES

Use these tips to serve different cuisines that meet your food and beverage policy. Be sure to always serve water and a vegetable and/or fruit option to accompany these meals.

• ASIAN •

CRITERIA:

ORDER THESE OPTIONS:

Vegetables

Steamed or stir-fried vegetable dishes like Chinese broccoli, edamame, bok choy or mixed vegetables

Whole-grain options

Brown rice instead of white rice or noodles
Vegetables, if brown rice is unavailable

Baked, grilled or steamed foods

Steamed spring rolls instead of fried eggrolls or wontons
Steamed or stir-fried meat dishes, instead of deep-fried options like General Tso's chicken or sweet and sour pork

CRITERIA:

TRY THIS:

Healthy portions

Cut large spring rolls in half.
Choose lunch specials when possible; the portions are often smaller than entrées.

Other healthy tips

If vegetable-only dishes are limited, ask to remove the meat from meat and vegetable dishes.
Request low-sodium sauces (e.g., low-sodium soy sauce).
Ask for all sauces to be served on the side.



· CARIBBEAN ·

CRITERIA:

ORDER THESE OPTIONS:

Vegetables

Cabbage, plantains and cassava

Whole-grain options

Brown rice instead of white rice for rice and beans

Baked, grilled or steamed foods

Boiled, steamed or sautéed plantains and cassava instead of deep-fried

Baked, broiled or grilled meats, or cooked on a rotisserie and not fried

CRITERIA:

TRY THIS:

Healthy portions

Ask for patties, roti or sandwiches to be cut in half.

Other healthy tips

Order lean meats like chicken and fish instead of fattier meats like oxtail or other cuts of beef.

Serve fresh fruits such as mango or guava for dessert.



· ITALIAN ·

CRITERIA:

ORDER THESE OPTIONS:

Vegetables

Salads with vegetables only, or meat served on the side
Sautéed spinach or green beans with garlic

Whole-grain options

Whole-wheat pasta, hero sandwiches or panini on whole-wheat bread, or whole-wheat crust pizza
Vegetables, if whole grains are unavailable

Baked, grilled or steamed foods

Lean meats like chicken or fish that are grilled, roasted, steamed, baked or sautéed

CRITERIA:

TRY THIS:

Healthy portions

Ask for sandwiches and desserts to be cut in half.

Other healthy tips

Ask if garlic bread or rolls that come on the side can be replaced with a vegetable or salad.

Order dishes with tomato-based sauces instead of creamy sauces like Alfredo sauce.

Provide a vinegar-based dressing option (e.g., oil and vinegar or balsamic) and ask for dressing to be served on the side.

If ordering dishes with a lot of cheese, such as lasagna, baked ziti and stuffed manicotti, ask for part-skim cheese or for half the amount of cheese to be used. Or order dishes with less cheese instead!

Skip deep-fried dishes like parmigiana or milanese—ask how these dishes are prepared if you are unsure.



LATIN AMERICAN

CRITERIA:

ORDER THESE OPTIONS:

Vegetables

Salads with vegetables only, or meat served on the side

Vegetable burritos or tacos with fillings served separately so that people can skip the tortillas and other ingredients if they wish

Whole-grain options

Brown rice for rice and bean dishes

Whole-wheat wraps (e.g., 100% corn tortillas) for burritos

Baked, grilled or steamed foods

Fresh 100% corn tortillas instead of deep-fried

Regular pinto or black beans instead of refried beans

CRITERIA:

TRY THIS:

Healthy portions

Ask for smaller-sized burritos or ask them to be cut in half.

Serve tacos, which are smaller in size.

Other healthy tips

Order dishes with leaner meats like chicken or fish instead of beef or pork, which are fatty.

Skip the sour cream and order extra salsa.

Ask for dressings (e.g., sour cream) on the side.

MEDITERRANEAN

CRITERIA:

ORDER THESE OPTIONS:

Vegetables

Grilled or roasted vegetables or vegetable kebabs

Sliced carrots or cucumbers for hummus and babaganoush instead of bread or crackers

Whole-grain options

Whole-wheat pita sandwiches or meal platters with brown rice

Tabbouleh made with bulgur

Baked, grilled or steamed foods

Baked falafel, not fried

CRITERIA:

TRY THIS:

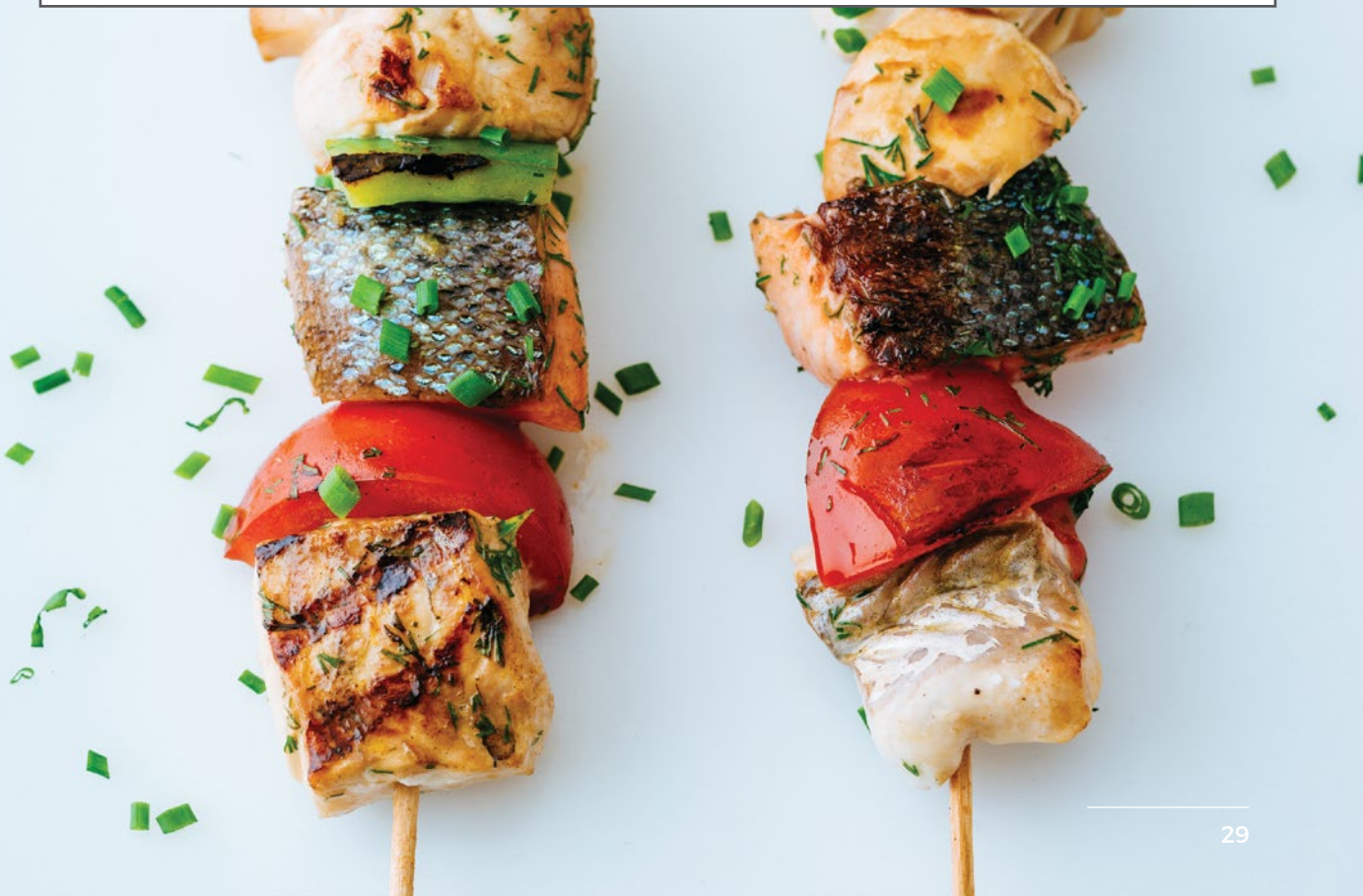
Healthy portions

Cut dishes made with phyllo dough (e.g., spanakopita), which is high in saturated fat, into halves or quarters.

Cut sweets into small portion sizes.

Other healthy tips

Order lean meats like chicken or fish.



Appendix D

POTLUCK SIGN-UP SHEET

Date: _____ Meeting or Event: _____

Please write your name and the item you will bring to the potluck.

Healthy appetizers or snacks (<i>no deep-fried foods</i>)	
1.	
2.	
3.	
Fresh fruit	
1.	
2.	
Vegetable dish	
1.	
2.	
3.	
Main dish (<i>no deep-fried foods</i>)	
1.	
2.	
3.	
4.	
5.	
Whole-grains	
1.	
2.	
Dessert (<i>small portions</i>)	
1.	
2.	
Water	
1.	
2.	
Low-calorie beverages (<i>25 calories or less per 8 ounce serving</i>)	
1.	
2.	
Supplies	
Forks, knives, spoons:	Cups:
Napkins:	Paper towels:
Plates:	Garbage bags:

Appendix E

REFERENCES

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