Meetings and Events

Follow these standards to provide healthful choices for employees and visitors when serving food at meetings and events.

**Beverages**

1. Require water be available when food and/or beverages are served.
2. Require all beverages contain 25 calories or less per 8 ounces, except 100% juice or milk.
3. Require milk be 1% or non-fat, and unsweetened. Does not include milk available as a condiment for coffee or tea service.
4. If providing juice, require juice be 100% fruit juice. Recommend 100% fruit juice be served in small cups.

**Fruits and Vegetables**

5. Require fruits or vegetables be provided when food is served.

**Sandwiches, Entrees and Sides**

6. Require no doughnuts, pastries, or sweet buns are served.
   - If providing breakfast breads, recommend mini muffins or mini bagels.
7. Require whole-grain options be available when grains are served (e.g. whole-wheat, sliced bread, wraps, bagels, brown rice, whole-wheat pasta).
   - Recommend sandwiches be cut in half, or served on small rolls.
8. Require yogurt be low-fat or nonfat, with 30 grams sugar or less per 8 ounces.
9. Require no fried foods are served (e.g. chips, French fries).
   - Recommend condiments and dressings served on the side.

**Dessert**

10. If providing dessert, require no more than one portion of dessert per person.
    - Recommend desserts served in small portions (e.g. mini cookies).

For more information, please contact: bccdp@health.ny.gov

Help everyone start the day off right by providing a healthy breakfast.

Provide a healthy lunch by offering fruits or vegetables, appropriate portions, and bite-sized desserts.

Celebrate with healthy snacks such as fruits and vegetables or small treats.
Standards at a Glance, by Occasion

**Breakfast**
- Fruits or vegetables must be provided.
- Whole-grain options must be available when grains are served (e.g. whole-wheat bread, bagels).
- No doughnuts, pastries, or sweet buns can be served.
- Yogurt must be low-fat or non-fat, with 30 grams sugar or less per 8 ounces.
- Water must be available.
- All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.
- Milk must be 1% or non-fat, and unsweetened.
- Juice must be 100% fruit juice.

**Lunch**
- Fruits or vegetables must be provided.
- Whole-grain options must be available when grains are served (e.g. whole-wheat bread, rolls, wraps, brown rice).
- No fried foods served (e.g. chips, French fries).
- No more than one portion of dessert per person.
- Water must be available.
- All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.

**Snacks and Special Events**
- Fruits or vegetables must be provided when food is served.
- No fried foods served (e.g. chips, French fries).
- No more than one portion of dessert per person.
- Water must be available.
- All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.

Sample Menus

**Breakfast**
- Mini whole-wheat bagels
- Fruit spread, peanut butter and low-fat cream cheese on the side
- Low-fat plain yogurt with low-fat granola
- Assortment of fresh fruit, such as bananas and whole tangerines
- Coffee, tea, low-fat milk, water

**Lunch**
- Turkey, avocado, lettuce and tomato sandwiches on whole-wheat bread
- Grilled vegetables on whole-wheat wraps
- Chopped salad with mixed greens and vinaigrette dressing on the side
- Fresh fruit salad
- Bite-sized chocolate chip cookies
- Coffee, tea, water, seltzer

**Snack**
- Assortment of fresh fruit, such as apples and pears
- Air-popped popcorn with light seasoning
- Mixed nuts
- Water, seltzer

**Special Event**
- Mixed vegetable platter with hummus
- Cheese cubes and whole-grain crackers
- Fresh fruit skewers or fresh fruit salad
- Special treat, such as celebration cake, cut into small portions
- Coffee, tea, water, seltzer, 100% juice/seltzer “punch”

Tips for Implementing the Standards

- Purchase pitchers to provide water at all meetings and events where beverages are served.
- Give a copy of the Standards to your vendor/caterer and attach to all catering requests.
- If purchasing food from a local store or restaurant, use the Standards to create your shopping list or as you shop.
- Work with your vendor/caterer to identify healthy options from their menu.