



Eat Smart Meet Smart

How to Plan and Host Healthy Meetings,
Events and Conferences

Healthy Meeting Checklist

MEETING/EVENT/CONFERENCE:	
DATE:	NUMBER OF PARTICIPANTS:
LOCATION:	
CATERED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, CATERER NAME:	
CATERER PHONE:	PRICE ESTIMATE:
CONFIRMATION DATE:	
DELIVERY DAY/TIME/LOCATION:	
IF NO, FOOD TO BE ORDERED/PICKED UP FROM:	
PICK UP/DELIVERY TIME:	

FOR THIS MEETING, EVENT OR CONFERENCE I HAVE:

- Asked participants about any food allergies or dietary restrictions.
- Identified all foods and drinks to be served as meals or snacks.
- Made sure each meal includes at least three of the four food groups and each snack at least two of the four food groups.
- Confirmed menus and delivery details with the caterer, chef or grocery store.
- Ensured that the majority of food items are low-fat, low-salt and low-sugar, with an emphasis on:
 - vegetables and fruit at every meal and snack time
 - wholegrain breads, muffins, cookies, pastas, etc.
 - protein-rich foods, including low-fat milk, yogurt and cheese lean, meat, fish, eggs and legumes (such as beans or lentils)
- Requested smaller portion sizes.
- Asked for sauces, salad dressings and condiments to be served on the side.
- Arranged for water to be available at every meal or snack break.
- Identified where to store and serve the food.
- Built physical activity breaks into the agenda.