



Eat Smart Meet Smart

How to Plan and Host Healthy Meetings,
Events and Conferences

Healthy Meeting Order Sheet

Lunch or Dinner

MEETING/EVENT/CONFERENCE:

DATE:

NUMBER OF PARTICIPANTS:

**TOMATO OR BROTH-BASED SOUP,
WITH VEGGIES**

SALAD

- Mixed greens
- Spinach
- Low-fat dressing on the side

**WHOLEGRAIN SANDWICHES,
PITAS OR WRAPS**

- Sliced chicken breast
- Sliced turkey breast
- Lean beef
- Lean ham
- Salmon (with low-fat mayo)
- Tuna (with low-fat mayo)
- Egg (with low-fat mayo)
- Low-fat cheese and tomato
- Vegetables with low-fat cream cheese or hummus

**MAIN DISH/ENTRÉE (prepared with
little or no added fat or salt)**

- Steamed, poached, baked or broiled:
- Lean meat
- Chicken
- Turkey
- Fish
- Vegetarian
- Two vegetables

WHOLEGRAIN BREADS/ROLLS

- Butter/margarine on the side

FRUIT

- Whole
- Sliced/skewers
- Salad
- 2% or less yogurt dip

DESSERTS

- Wholegrain fig bars, cookies, or fruit squares (mini or cut in half)
- Fruit pie, fruit tart or fruit cobbler

WATER

2% OR LESS MILK

- White
- Chocolate

**100% FRUIT JUICE
(maximum 250mL servings)**

- Orange
- Apple
- Grapefruit
- Assorted

**100% VEGETABLE JUICE
(maximum 250mL servings)**

- Tomato
- Assorted

COFFEE AND TEA

- Regular and decaf coffee
- Regular and herbal tea
- 2% or less milk
- Sugar and sugar substitute