

Healthy Meeting Checklist

To ensure your meeting promotes healthy choices for all participants, consider the following questions:

- Do you need to offer food at all?
- Have you included a variety of healthy food choices whenever food is offered?
- Are fresh fruits and vegetables included in meals and snacks?
- Do meals include **whole grain** bread, rice or pasta?
- Are foods provided low in calories, fat, sodium and sugar?
- If sauces, dressing or condiments are provided, are they served on the side?
- Have you provided smaller portion sizes of foods like bagels and muffins?
- Have you built some form of physical activity into every two hours of the meeting?
- Are food safety precautions being followed?

For more information, including menu plans and tip sheets for healthy meetings, go to:

www.healthyshasta.org

Healthy Shasta

Healthy Shasta is a county-wide initiative aimed at creating awareness, involvement and environmental changes to make the healthy choice the easy choice for food and physical activity. We are proud to be a Healthy Shasta partner and support worksite wellness.

For more information visit:
www.healthyshasta.org

Shasta County *Healthy Meeting Guidelines*



Meeting Well

HEALTHY

SHASTA
Better choices. Healthy changes.

Healthy Meeting Guidelines

The food you eat and the amount of physical activity you get every day directly affects your health. Whether a meeting lasts a few hours or a few days, **Meeting Well** has been designed to assure that healthier food choices will always be available and to encourage opportunities for participants to be active during the day. Consider whether you even need to offer food at mid-morning and mid-afternoon breaks. Perhaps you only need to offer healthy beverages. Instead of using food as an incentive to encourage attendance, use a giveaway or a prize.

Guideline 1

Provide Healthy Food and Beverages

Offer healthy food choices at meetings, seminars, potlucks and catered events.

- 🍏 Fruits and vegetables are a good choice.
- 🍏 Offer foods and beverages low in added sugars.
- 🍏 Offer a variety of grains, especially whole grain foods.
- 🍏 Choose foods lower in calories and fat.
- 🍏 Serve foods low in salt and sodium.
- 🍏 Try to offer smaller portions of food, such as mini muffins or mini bagels.



Beverages

- 🍏 Offer ice water, 100% fruit or vegetable juices, coffee or tea. Avoid sodas.

Breaks and Snacks

- 🍏 Ideas include: fresh fruit and vegetables, low-fat yogurt, nuts, popcorn, cheese slices or cubes, hummus with pita bread wedges, whole grain mini bagels, low-fat granola bars, bean dip and salsa.

Guideline 2

Keep Food Safe

Pay attention to food safety to ensure people do not get sick from the food or beverages they consume. Basic food safety practices include:

- 🍏 Wash hands, utensils and surfaces often.
- 🍏 Do not cross-contaminate; keep raw food separate from cooked foods. Keep raw meat separate from fruits and vegetables.
- 🍏 Keep hot foods hot at 140°F or above, and keep cold foods cold at 40°F or below.
- 🍏 Perishable foods not kept hot or cold as described above should be discarded after holding for 2 hours or more at room temperature.



For a more thorough list of food handling practices, please see resources available at www.befoodsafe.gov or www.fightbac.org.

Guideline 3

Provide Physical Activity Breaks*

Providing an opportunity for people to get up and move around helps them re-focus and re-energize after sitting for long periods of time. Even a 10-minute exercise break offers health benefits.

Remember, a physical activity break should:

- 🍏 Be completely voluntary; no one is required to participate.
- 🍏 Allow each person to move at his or her own pace in a way that is comfortable and causes no pain.
- 🍏 Keep people moving for 5-10 minutes and get their hearts pumping.



Tips:

- 🍏 Schedule the physical activity break on the agenda so it will happen.
- 🍏 Ask someone to lead a stretch break.
- 🍏 Play music to inspire people to move.
- 🍏 Suggest a walking route for people to take during break time.

*Physical activity breaks should not be painful or cause people to sweat.