



HEALTHY WORKPLACE FOOD AND BEVERAGE TOOLKIT

heart.org/foodwhereur



Checklist / Evaluation for Meetings and Catered Meals

This checklist highlights some of the most important guidance from the toolkit. Use it as a quick reference when planning foods and beverages for an event. You may also use it to evaluate an event by circling yes or no for each item.

Meeting/Event Date: _____

Meeting/Event Name: _____

Staff Coordinator: _____

Vendor/Caterer: _____

- | | |
|---|----------|
| Do not serve regular soft drinks and sugar-sweetened beverages. | Yes / No |
| Make water an easy and appealing choice. | Yes / No |
| If served, bread products are whole grain. | Yes / No |
| Do not serve butter. | Yes / No |
| Offer at least one fruit or vegetable with meal. | Yes / No |
| Do not serve fried foods (including regular chips). | Yes / No |
| Serve fruit instead of cookies and traditional desserts. | Yes / No |
| Do not provide candy and unhealthy snacks. | Yes / No |
| Serve reasonable (not large) portions. | Yes / No |

For more information including tips, nutrition standards, action plan and sample menu plan, see the *Guidance on Meetings and Events* section of the *Healthy Workplace Food and Beverage Toolkit*.