

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*.