# Eat Smart Meet Smart

How to Plan and Host Healthy Meetings, Events and Conferences

## Healthy Meeting Order Sheet

### Breakfast or Morning Snacks

<table>
<thead>
<tr>
<th>MEETING/EVENT/CONFERENCE:</th>
<th>DATE:</th>
<th>NUMBER OF PARTICIPANTS:</th>
</tr>
</thead>
</table>

- **FRUIT**
  - Whole
  - Sliced/skewers
  - Salad

- **WHOLEGRAIN, LOW-FAT MUFFINS**
  (mini or cut in half)

- **WHOLEGRAIN BAGELS**
  (mini or cut in half)
  - Peanut butter
  - Low-fat cream cheese
  - Jam/jelly or fruit spread

- **LOW-FAT GRANOLA**

- **2% or less yogurt**
  - Plain and/or vanilla
  - Fruit flavours

- **EGGS**
  (prepared with little or no extra fat)
  - Scrambled
  - Frittata (with vegetables)
  - Omelette (with vegetables)

- **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
Eat Smart Meet Smart

How to Plan and Host Healthy Meetings, Events and Conferences

Healthy Meeting Order Sheet

Afternoon Snacks

<table>
<thead>
<tr>
<th>MEETING/EVENT/CONFERENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
</tr>
</tbody>
</table>

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

- **VEGETABLE TRAY**
  - Low-fat dip
  - Hummus

- **LOW-FAT CHEESE TRAY**
  - Less than 20% milk fat
  - Wholegrain crackers

- **WHOLEGRAIN TORTILLA CHIPS**
  - Salsa
  - Blackbean dip

- **UNSALTED, RAW OR ROASTED**
  - (in cups):
    - Nuts/seeds
    - Trail mix

- **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
# Eat Smart Meet Smart

How to Plan and Host Healthy Meetings, Events and Conferences

## Healthy Meeting Order Sheet

Lunch or Dinner

<table>
<thead>
<tr>
<th>MEETING/EVENT/CONFERENCE:</th>
<th>DATE:</th>
<th>NUMBER OF PARTICIPANTS:</th>
</tr>
</thead>
</table>

- **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