



Eat Smart Meet Smart

How to Plan and Host Healthy Meetings,
Events and Conferences

Healthy Meeting Order Sheet

Breakfast or Morning Snacks

MEETING/EVENT/CONFERENCE:

DATE:

NUMBER OF PARTICIPANTS:

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



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Afternoon Snacks

MEETING/EVENT/CONFERENCE:

DATE:

NUMBER OF PARTICIPANTS:

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



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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