SUBJECT: Planning food for a meeting?

Have you ever been at a meeting where you can’t keep your eyes open after lunch? I know I have. Luckily, we have some control over this. What we serve and eat during meetings and events has a big impact on how much energy we have.

Our agency adopted updated Healthy Nutrition Guidelines for Meetings and Events. Here are some tips to implement these Guidelines:

* Allow people to pre-order their meals. We tend to choose healthier meals when we pre-order.
* Provide water at breaks and meals.
* Offer more than one choice of healthier foods like fruits, vegetables, whole grains, and low-fat dairy.
* Serve items in healthy portion sizes like half bagels or 2” square desserts.
* Try to keep the sodium down and ask your caterer to include condiments on the side. Breads, cheeses, and deli meats are some of the highest sources of sodium in our diets.

For more information to help you plan the menu for your meeting or event, see the Healthy Nutrition Guidelines project website at [www.doh.wa.gov/choosewell-livewell](http://www.doh.wa.gov/choosewell-livewell). The website includes example meals and marketing materials.

[Wellness Coordinator name]



***Your health. Your food. Your choice.***