

## Sandwich Ideas

- Choose whole grain\* breads, pitas, wraps, or buns.
- Choose only lean luncheon meats such as roasted versions of beef, chicken, turkey or ham.
- Always include a vegetarian option egg, tuna, salmon, hummus, falafel, low fat cheese (20% MF or less), grilled or roasted veggies (offer egg, tuna or salmon made with lower-fat mayonnaise).
- Include a selection of cheeses, especially lower fat varieties (20% MF or less).
- Offer toppings of shredded lettuce, mixed greens, chopped tomatoes, onions, peppers or cucumbers, grilled or roasted veggies, chopped apple.
- Ask for sandwiches to be made with little or no mayonnaise, butter or margarine. Offer mustard, chutney, relish and hummus as alternatives.

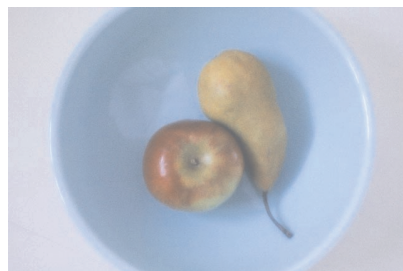


\* When selecting granola bars, cereal bars, muffins and crackers choose items that:

- ✓ Contain whole grains (refer to the ingredient list for the words "whole grain" or "whole wheat with the germ added e.g. whole wheat flour vs wheat flour; whole grains should be the first or second ingredient)
- ✓ Provide a source of fibre (2g or more per 30g serving)
- ✓ Are lower in fat (3-5g of fat or less per 30g serving)

**Practice safe food handling:** Foods should be covered for transport and kept at safe holding temperatures. Serve food within 30 minutes after food arrives. Refrigerate leftovers within two hours of serving. Ensure appropriate hand washing and proper serving/dispensing utensils are used.

**Ensure employees have access to eating areas that are clean and attractive to encourage employees to eat away from their work spaces.** These eating areas should be equipped with a refrigerator, microwave and a hand washing sink.



Our workplace encourages the use of these guidelines for all internal and external functions and meetings and those that involve external partners. These guidelines are intended to be a practical tool. By following these guidelines, you can help to improve your own health and the health of your co-workers.



Adapted from: Guidelines for Offering Healthy Food at Meetings and Catered Events, Region of Waterloo Public Health; Guidelines Offering Foods for Meetings, Seminars and Catered Events, Healthy Living Niagara; Student Nutrition Program Nutrition Guidelines, Ministry of Children and Youth Services, June 2005.  
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## Guidelines for Offering Healthy Foods at Meetings and Functions



Our workplace is committed to encouraging good health. Workplaces are in a position to significantly influence food choices, lifestyle and environments by increasing healthy eating options and decreasing barriers. We have the opportunity to help others make the healthy choice the easy choice.



## Guidelines

- 1 Consider offering only beverages at shorter meetings (1½ hours or less) and at mid-morning and mid-afternoon breaks. We are surrounded by food all day, every day. While food is often provided for social reasons, it is important to consider whether providing food at all meetings is necessary. Try offering a fitness or stretch break instead. Consider offering only beverages such as water or 100% vegetable or fruit juice. If you decide to provide food, consider the snack guideline.



- 2 A snack should contain at least one serving from a minimum of two food groups of *Canada's Food Guide* with at least one serving from the Vegetables and Fruit group. A meal should contain at least one serving from a minimum of three of the four food groups with at least one serving from the Vegetables and Fruit food group and at least one serving from the Milk & Alternatives food group.



- 3 Offer a variety of healthy food choices. Consider choices that are low in fat and high in fiber. Offer a variety of vegetables, fruit and whole grain foods. Choose lower fat milk products, leaner meats, and foods prepared with little or no fat. Offer smaller portion sizes, such as mini muffins or mini bagels, smaller entrée sizes and less fillings in sandwiches.

## Suggestions for Beverages and Snacks

### Beverages

- Water
- 100% fruit or vegetable juices
- Skim or 1% milk
- Coffee and flavoured coffees regular and decaffeinated
- Tea regular and herbal teas (hot or cold)
- Coffee/tea served with 2%, 1% or skim milk



### Snacks

- Fresh fruit - whole or cut-up
- Raw vegetables cut up and offered with fat-free or low-fat dressing, salsa, yogurt dip or hummus
- Yogurt (2% MF or less) or lower-fat cheeses (20% MF or less)
- Whole grain\* crackers and cheese (20% M.F. or less)



## Breakfast Event

Fresh fruit whole or cut-up  
Yogurt (2% MF or less) or lower-fat cheeses (20% MF or less)  
Hot or cold whole grain\* cereals (with/without milk)  
Bagels 3 1/2 " diameter or less; serve a variety of whole grain\* options  
Muffins - small, mini or cut in half (include a variety of lower fat, bran and fruit options)



## Catered Lunches and Dinners

- Always offer a meatless entrée such as vegetarian lasagna, stir-fried vegetables or a rice casserole.
- Offer meat, fish, poultry, and vegetable dishes that are broiled, baked, grilled, roasted or steamed.
- Ensure servings of meat are 3-4oz or less.
- Offer entrees in tomato-based sauces rather than cream, butter, or cheese sauces.
- Include at least one vegetable with all entrees, raw or cooked, without butter or cream sauces.
- Serve salads made from dark green lettuce or spinach. Offer dressing on the side; have at least one low-fat or fat-free dressing.
- Provide pasta, vegetable or tuna salads with fat-free or low-fat dressing.
- Include whole grain\* breads or buns.
- Offer broth-based soups.
- Offer baked potatoes with low-fat or vegetable toppings.
- Offer fresh fruit (baskets of whole fruit, fruit salads, fruit kabobs or fruit trays), frozen yogurt or sorbet.