

## Meal Planning Guidance for Company Meetings and Events

### Beverages

<i>Always offer water as a beverage.</i>	
CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Water, mineral water, seltzer water (unsweetened)	Sugary soda Sports drinks and energy drinks “Juice drinks” (e.g., Sunny Delight, Capri Sun, Hawaiian Sun, and Aloha Maid) “Juice cocktails” (e.g., Cranberry) High-calorie coffee or tea drinks (with added sugar, milk, or cream)
Black coffee, tea, or herb tea (hot or iced, unsweetened)	
100% fruit juices (≤4 oz. serving) Low-sodium 100% vegetable juice	
<u>Unsweetened milks</u> Non-fat (Skim) or Low-fat (1%) milk Enriched, low-fat milk alternatives (e.g., soy, rice, almond)	Whole milk Sweetened milks
<u>Accompaniments to coffee and tea:</u> Offer one or more unsweetened milk options: Non-Fat (Skim) or Low-fat (1%) milk; enriched, low-fat milk alternatives	<u>Accompaniments to coffee and tea:</u> Half and Half (unless in single-serve, 10ml cups) Cream

### Snacks

<i>Foods with protein (meat, dairy, nuts, and beans) have longer staying power and keep people more alert. Avoid serving only high-carbohydrate foods at breaks by including a protein food.</i>	
CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Cut-up fresh fruits and/or vegetables with nuts, seeds, hummus, nut butter, or low-fat ½” cheese cubes	Chips Cookies Candy
Whole-grain* crackers with hummus, low-fat cheese and/or lean turkey slices	Regular crackers Crackers with trans-fat
Low-fat, “lite” popcorn (≤6g fat/serving and 0g Trans-fat with no or minimal sodium) with mixed nuts or edamame	Regular popcorn or Movie-style popcorn Popcorn with trans-fat
Baked, popped, or other low-fat chips (≤6g fat) with low-fat bean dip	Regular chips Chips with trans-fat
Low-fat, low-sugar yogurt (provide a plain yogurt option if offering flavored yogurt)	Regular yogurt
Nuts, seeds, and dried fruits (unsweetened, unsulfured, w/ minimal or no added sodium)	Trail mix with candy

\* Whole-grain must be first ingredient. Product should have ≥2.5 g fiber and/or ≥16 g whole-grain per serving.

## Breakfast

*Serve at least one protein food, for example: hard-boiled eggs, fish, low-fat cheese or cream cheese, low-fat, unsweetened yogurt, nuts and seeds, or nut butters.*

CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Broiled fish, hard-boiled or poached eggs	Bacon, sausage, other fatty meats
Plain yogurt made with low-fat milk Other low-fat, low-sugar yogurt	Yogurt made with whole milk or cream
Fresh fruit (unsweetened) Frozen fruit (unsweetened) Canned fruit in 100% juice or water Dried fruits (unsweetened, unsulfured) 100% fruit juices (≤4 oz. serving) Low-sodium 100% vegetable juice	Fruits canned in light or heavy syrup Sweetened juices Regular (high-sodium) vegetable juices
Whole-grain* bagels: small (≤3 ½"), or larger bagels cut in half	Regular or large bagels Bagels made with only white flour
Low-fat, whole-grain* mini muffins or scones 2½" or smaller	High-fat or large muffins, biscuits, scones made from only white flour
A pot of oatmeal or instant oatmeal Unsweetened, whole-grain* cereals (e.g., Oat O's, puffed brown rice, wheat shreds)	Processed, sweetened cereals
Whole-grain* toast or English muffins Whole-grain* waffles and French toast Low-fat, low-sugar, whole-grain granola bars	Croissants, donuts, sweet rolls, pastries, regular muffins (with >6g total fat or >0g trans-fat)
<u>Toppings:</u> Nut butters: e.g., peanut, almond Low-fat or reduced-fat cream cheese Low-sugar or "fruit only" jam or jelly Avocado slices	<u>Toppings:</u> Regular cream cheese Regular jams and jellies Sweetened nut butters, e.g., chocolate flavored nut butter

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## Lunch or Dinner

*Provide minimally processed options at meals that are lower in fat, sugar, and sodium. Plan to offer larger amounts of green salad, vegetables, and fruits, moderate amounts of whole grains, modest amounts of meat, poultry, or fish, and small portions of desserts. (Or serve only fruit for dessert!)*

CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Salads with dressings on the side	Salads with added dressing
Olive oil and vinegar or lemon juice (best) Fat-free or low-fat salad dressings	Regular salad dressings
Whole-grain* pasta salads with veggies and fat-free/low-fat dressing or olive oil/vinegar	Pasta salads made with white pasta, mayonnaise or cream dressing

Soups made with low-sodium broth, vegetable puree, or skim milk as the base	Soups made with whole milk, cream, or half-and-half
Whole-grain* bread, rolls, pita, tortillas (Consider omitting rolls at meals)	Croissants Bread products made with white flour
<u>Fillings for sandwiches, pita, or wraps:</u> Turkey, chicken, water packed tuna, low-fat cheese Veggies such as lettuce, sprouts, tomato slices, grilled peppers, onions, avocado	<u>Fillings for sandwiches, pita, or wraps:</u> Salami, bologna, or other high fat lunch meats, Deep fried fish or meat
<u>Condiments</u> Mustard, low-fat mayonnaise Reduced/Less-sodium soy sauce Natural rice vinegar, garlic rice vinegar	<u>Condiments</u> Regular mayonnaise Regular soy sauce, MSG, regular miso, fish sauce, and other high sodium sauces
Sandwiches or wraps cut in half or quarters	Whole sandwiches or wraps
Whole-grain* pasta Tomato or marina sauce	Pasta made with white flour Cream, butter or cheese based sauces
Mini-pizzas made with whole-grain* crust, tomato sauce, and toppings such as low-fat or part-skim cheese, vegetables, fruit, ham, or Canadian bacon	Pizza with pepperoni, Italian sausage, bacon, or other high-fat meats Creamy sauce White flour crust, thick crust pizza
<u>Meats and Fish</u> Lean meats, skinless poultry, fish, tofu Baked, broiled, or grilled Limit portions to 3 ounces If using SPAM, select the low-sodium, low-fat variety, use ≤1 oz. per serving for flavoring, not as the main part of a dish	<u>Meats and Fish</u> High-fat meats or cold cuts, oil-packed fish, bacon, regular SPAM Fried meats Meats/fish in cream sauce, sour cream, or butter Large portions of meat, poultry or fish
Brown rice or wild rice	White rice
Baked potatoes served with low-fat or vegetable toppings (e.g., chives, low-fat cheese, etc.), and/or plain yogurt	Baked potatoes with butter, sour cream, and bacon bits
Steamed vegetables	Vegetables in cream sauce or butter
Lower-fat/lower-calorie desserts: fresh fruit, frozen grapes, sorbet, frozen yogurt, low-fat pudding, angel food cake	Higher-fat and higher-calorie desserts: ice cream, cheese cake, pie, cream puffs, large slices of cake, imitation cream
Mini cookies (about 1½" diameter) 100-Calorie portion bags Cookies lower in fat and sugar (e.g. vanilla wafers, fig bars)	Large cookies (bigger than 2" diameter)
Small slices of cake (e.g., 2" square) Small slices of pie (e.g., 1/12 <sup>th</sup> pie) Small fruit tarts (e.g., 2" diameter) Fruit for dessert!	Large slices of pie or cake Desserts made with imitation cream

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## Receptions

*At receptions and celebrations, make sure to include abundant vegetables and fruit, with moderate whole-grains and protein foods, and remember to keep the portions small.*

<b>CHOOSE MORE OF THESE</b>	<b>CHOOSE LESS OF THESE</b>
Fresh vegetables, cut up and served with salsa, hummus, guacamole, or tofu dip	Deep-fat fried vegetables
Roasted or grilled vegetables	Vegetables in cream sauce
Fermented vegetables such as kimchi Pickled veggies like artichoke hearts, olives	Tempura
Mushrooms stuffed with savory vegetables	Mushrooms stuffed with high-fat meats
Edamame	White bread rolls and butter
Skewers: veggies w/ grilled or broiled chicken tomato, basil, part-skim mozzarella	Fried meat skewers Fried chicken
Vegetable summer rolls—fresh, not fried	Fried spring rolls or egg rolls
Fresh fruit platter	Fruit w/ whipped toppings, syrup, sugar, etc.
Poke, sashimi, or sushi rolls, preferably brown rice sushi	Fried fish
Broiled or poached seafood: fish, shrimp, scallops, oysters, clams	Fried seafood Seafood served in high-fat sauces
Small cubes of cheese ( $\leq \frac{1}{2}$ " cubes)	Large slices or cubes of cheese
Miniature meatballs made with lean meat and a low-fat sauce (e.g., tomato or other vegetable sauce)	Large meatballs made of high-fat meat, or meatballs served in gravy or high-fat sauces Vienna sausages
Whole-grain* crackers served with hummus, low-fat cheese and/or lean turkey slices	Regular crackers Crackers with trans-fat
Low-fat, "lite", or air-popped popcorn	Regular popcorn or Movie-style popcorn Popcorn with trans-fat
Crisp dried apple chips or other fruit chips, unsweetened and unsulfured Baked, popped, or low-fat chips or pretzels	Regular chips
Dips made of salsa, hummus, guacamole, low-fat cottage cheese, low-fat cream cheese	Dips made from regular mayonnaise, butter, sour cream, cream cheese or cheese sauce
Cut-up fresh fruits Fruit compote Broiled, roasted, or baked fruits	High-fat or high-sugar desserts Desserts made with imitation cream Candy
Small slices of cake (e.g., 2" square) Small slices of pie (e.g., 1/12 <sup>th</sup> pie) Small fruit tarts (e.g., 2" diameter) Mini cookies (about 1½" diameter) Fruit for dessert!	Large slices of pie or cake Large cookies (bigger than 2" diameter)

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