**TOP TEN GUIDELINES FOR HEALTHY MEETINGS AND EVENTS**

1. **Provide fruits and/or vegetables each time food is served**

2. **Choose whole grain options**

3. **Serve vegetarian and lean protein options**

4. **Serve dressings and condiments on the side**

5. **Provide water (preferably tap water) instead of juice or sweetened drinks**

6. **Serve fresh fruit instead of dessert**

7. **Serve small portions and precut sandwiches, baked goods and other items**

8. **Select options low in added sugar and salt**

9. **Plan activities that require attendees to move, like breakout sessions or stretch breaks**

10. **Follow green event and zero-waste guidelines**