

NYC Food and Beverage Guidelines

PRE-ASSESSMENT FOR MEETINGS AND EVENTS

The New York City (NYC) Health Department created the NYC Food and Beverage Guidelines (Guidelines) to help organizations promote healthy eating at their sites. Use this pre-assessment to determine what food and beverages your organization serves before creating an action plan to implement the Guidelines. Whoever manages the planning, purchasing and serving of food and beverages for meetings and events at your organization should fill out this form.

Date: _____ **Organization Name:** _____

Site Name/Address: _____

Name of person completing this pre-assessment: _____

Title or position of person completing this pre-assessment: _____

Please describe your role regarding planning, purchasing or serving food and beverages at meetings and events:

General Information

1. Does your organization have a formal written policy or nutrition standards that encourages healthy eating at meetings and events (e.g., a policy that requires you to serve water or limit the amount of sugary drinks at meetings and events)?

- Yes. We have a formal written policy. *Please attach.*
- No. We do not have a formal written policy or nutrition standards. *Go to question 2.*
- No. We do not have a formal written policy or nutrition standards, but we do follow some informal ones.

Please describe: _____

1b. Are all sites required to follow your policy or nutrition standards (formal or informal)?

- Yes No

If no, please explain: _____

1c. How have you shared this policy or nutrition standards with staff or members of your organization? *Check all that apply.*

- Announced at staff meetings
- Emailed or distributed hard copies
- Posted signs or flyers in areas where staff and organization members gather
- Included staff or organization members in developing the policy or standards
- Other. *Please describe:* _____

2. Which health- or nutrition-related resources does your organization offer to staff, organization members, clients or patients? *Check all that apply.*

- A wellness committee or group that plans and organizes health-related programs
- Nutrition education classes or materials for managing weight, diabetes or heart disease
- Health screenings (e.g., blood pressure readings)
- Nutrition counseling
- Physical fitness classes
- Other. *Please describe:* _____
- Our organization does not offer health- or nutrition-related resources

Planning and Purchasing Food and Beverages

3. How do you typically provide food and beverages at meetings and events? *Check all that apply.*

- Serve pre-prepared meals from a store, restaurant/caterer or food donation program
- Prepare food on-site using available cooking facilities and equipment
- Offer food and beverages that staff or volunteers bring from home
- Other. *Please describe:* _____

4. Where does your organization purchase or obtain food and beverages served at meetings and events? *Check all that apply.*

- Grocery store
- Local restaurant or caterer
- Food distributor (e.g., Sysco, US Foods)
- Bodega or corner store
- Fast food chain restaurant (e.g., McDonald's, Subway, Domino's, Golden Krust)
- Farmers market
- Wholesale store (e.g., BJ's, Costco)
- Donation programs or from staff or volunteers
- Other. *Please describe:* _____

5. To your knowledge, which of the following items are available for pickup or delivery from restaurants or caterers near your organization? *Check all that apply.*

- Fruits and vegetables (e.g., whole fruits, fruit salad, vegetable dishes)
- Whole grain options (e.g., brown rice instead of white rice, sandwiches on whole-wheat bread or wraps)
- 1% or non-fat (skim) and plain (unsweetened) milk
- 100% fruit juice with no added sugar
- I am not aware of local food providers that offer any of these items for pickup or delivery

6. Is your organization able to serve tap water?

Yes No

If no, please explain: _____

7. Please rank the following, in order of importance, when deciding what food and beverages you serve at meetings and events, with 1 being the most important and 5 being the least important. Please check only one box in each row and column.

	Most important				Least important
	1	2	3	4	5
a) Cost of food and beverages	<input type="checkbox"/>				
b) Availability of healthier options	<input type="checkbox"/>				
c) Staff preferences	<input type="checkbox"/>				
d) Taste of food and beverages	<input type="checkbox"/>				
e) Nutritional value	<input type="checkbox"/>				

8. Which of the following barriers, if any, prevent your organization from serving healthier food and beverages at meetings and events? Check all that apply.

- Cost - Healthier foods cost more money
- Availability - It is difficult to find local healthy food and beverage options
- Preference - Staff/organization members bring or request less healthy options for meetings and events
- Awareness - Not everyone who is responsible for food and beverages at meetings and events is aware of healthier food choices or nutrition standards
- Other. Please describe: _____
- We do not experience any barriers to serving healthy food and beverages

9. On a scale of 1 to 5, how confident do you feel about planning healthy meals for meetings and events? Please check one.

Not at all confident					Very confident
1	2	3	4	5	
<input type="checkbox"/>					

Serving Meals and Snacks

10. How often are food and beverages served at meetings and events each year?

- Every time (at all meetings and events)
 Most times (at least half of all meetings and events)
 Sometimes (at less than half of all meetings and events)
 Rarely (at one to three meetings and events each year)
 We don't serve food and beverages at meetings and events

11. How often is water, either bottled or tap, served at meetings and events?

- Every time Most times Sometimes Rarely We don't serve water

12. Which of the following beverages are served at meetings and events? *Check all that apply.*

Water	Juice	Soda
<input type="checkbox"/> Plain, bottled <input type="checkbox"/> Plain or infused, tap <input type="checkbox"/> Seltzer/carbonated <input type="checkbox"/> Other: _____	<input type="checkbox"/> 100% fruit juice <input type="checkbox"/> Juice drinks or punch, regular <input type="checkbox"/> Juice drinks or punch, diet (artificially sweetened)	<input type="checkbox"/> Regular <input type="checkbox"/> Diet (artificially sweetened)
Lemonade or Iced Tea	Milk	Other
<input type="checkbox"/> Regular <input type="checkbox"/> Diet (artificially sweetened) <input type="checkbox"/> Unsweetened	<input type="checkbox"/> Served only as a condiment (e.g., with coffee or tea) <input type="checkbox"/> 1% or non-fat (skim) and plain (unsweetened) milk <input type="checkbox"/> Whole or 2%, plain <input type="checkbox"/> Flavored or sweetened milk (e.g., chocolate milk) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Energy drinks <input type="checkbox"/> Hot tea or coffee <input type="checkbox"/> Other: _____ <input type="checkbox"/> We don't serve any beverages at meetings or events

13. When 100% fruit juice is served, how often is it served in containers that are 6 ounces or less (e.g., 6-ounce cups or 6-ounce juice boxes)?

- Every time Most times Sometimes Rarely
 Never We don't serve 100% fruit juice

14. What kind of yogurt is served? This includes yogurt served at breakfast, for dessert or as a snack. *Check all that apply.*

- Plain (unflavored) non-fat or low-fat yogurt (e.g., 0%, 1%, 2% or any yogurt that says low-fat on the label)
 Plain whole milk (or full-fat) yogurt
 Flavored or sweetened yogurt
 We don't serve yogurt

15. How often are fruits and vegetables served at meetings and events (e.g., vegetable salad, cooked vegetables, whole fruits or fruit salad)?
- Every time Most times Sometimes Rarely We don't serve fruits or vegetables
16. How are fruits and vegetables typically prepared or served? *Check all that apply.*
- Raw (e.g., fruit salad or chopped vegetables)
- Steamed or boiled
- Baked or roasted
- Sautéed in oil or butter
- Deep-fried (e.g., deep-fried plantains, french fries)
- Other. *Please describe:* _____
- We don't serve fruits or vegetables
17. How often are deep-fried foods served at meetings and events (e.g., doughnuts, fried chicken, fried empanadas, fried plantains, french fries, chips or other fried snacks)?
- Every time Most times Sometimes Rarely We don't serve deep-fried foods
18. When grains are served, how often are whole-grain options provided (e.g., brown rice, whole-wheat bread, whole-wheat wraps, whole-wheat bagels, whole-wheat pasta, 100% corn tortillas, quinoa or oatmeal)?
- Every time Most times Sometimes Rarely Never We don't serve grains
19. How often are pastries or sweet buns served?
- Every time Most times Sometimes Rarely We don't serve these
20. When sandwiches or breakfast breads are served, how often are they cut in half or provided in smaller portions (e.g., bagels, muffins and sliced bread)?
- Every time Most times Sometimes Rarely Never We don't serve these
21. When desserts or sweets are served, how often are they served in small sizes (e.g., mini-cupcakes, small cookies or cutting regular portions into halves or quarters)?
- Every time Most times Sometimes Rarely
- Never We don't serve desserts

You have completed the pre-assessment. Use this information to guide any changes made to the food and beverages served at your organization.