These guidelines help your organization serve healthier foods and beverages at meetings, trainings, parties, potlucks or other gatherings.

**Offer healthier beverages.**

1. Serve water every time you serve food or beverages or both.
2. If serving milk, serve 1% or non-fat (skim) and plain (unsweetened) milk, unless serving milk as a condiment (e.g., milk for coffee or tea).
3. If providing juice, serve 100% fruit juice (with no added sugar or sweeteners) in 6-ounce portions or less.
4. If serving other beverage options, choose low-calorie beverages that contain 25 calories or less per 8 ounces.

**Offer plenty of vegetables and fruits.**

5. Serve fruits or vegetables whenever meals or snacks are served.

**Make the healthy choice the easy choice.**

6. When grains are served, provide a whole grain option (e.g., brown rice; whole-wheat bread, wraps or bagels; or whole-wheat pasta).
   - Cut breakfast breads and sandwiches in half for smaller portions.
7. If serving yogurt, serve low-fat or non-fat, plain (unflavored) yogurt.
8. Do not serve fried foods (e.g., chips, doughnuts and French fries), pastries or sweet buns.

**Serve food in healthy portions.**

9. If providing sweets, other than fruit, provide one small portion per person.

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**DID YOU KNOW?**

- Eating whole fruit provides more fiber than drinking juice. Fiber is good for your health and may lower your risk for heart disease.
- NYC water tastes great, and best of all, it’s free! Try adding sliced lemons, oranges, cucumbers or mint to your water to infuse flavor without extra calories.
- It’s all about moderation. Choose smaller portions of sweets and still enjoy your favorite treats while eating fewer calories and saving on costs.