

Follow these Standards to provide healthier choices for employees and visitors when serving food at planned meetings and events. City agencies must follow these standards per Executive Order 122.

## Beverages

- 1 Water must be available when food and/or beverages are served.  
*New York City tap water is free, delicious and world-renowned for its quality.*
- 2 All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.
- 3 Milk must be 1% or non-fat, and unsweetened.  
*Does not include milk available as a condiment for coffee or tea service.*
- 4 Juice must be 100% (with no added caloric sweeteners) served in 6 ounce portions or less.

## Fruits and Vegetables

- 5 Fruits or vegetables must be provided when food is served.

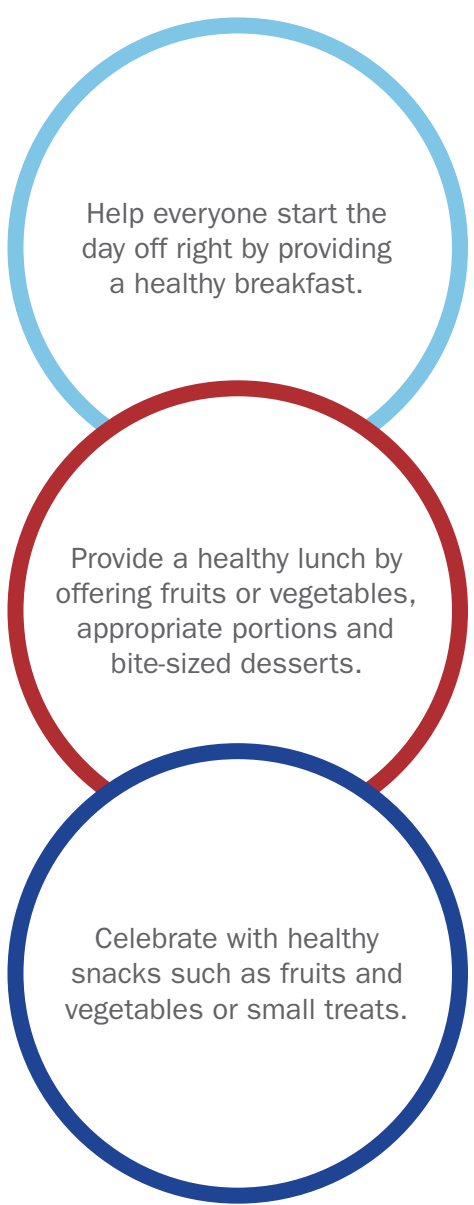
## Sandwiches, Entrees and Sides

- 6 No doughnuts, pastries or sweet buns may be served.  
*If providing breakfast breads, recommend mini muffins or mini bagels.*
- 7 Whole grain options must be available when grains are served (e.g., whole-wheat bread and bagels).  
*Recommend sandwiches be cut in half, or served on small rolls.*
- 8 Yogurt must be plain (unflavored) and low-fat or non-fat.  
*Sliced fruit served with yogurt is a refreshing and nutrient-packed alternative to baked goods at breakfast meetings.*
- 9 No fried foods may be served (e.g., chips, French fries).  
*Recommend serving condiments and dressings on the side.*

## Dessert

- 10 No more than one portion of dessert per person.  
*Recommend serving desserts in small portions (e.g., mini cookies).*

*These Standards do not apply to food and beverages provided in emergency response situations, including disaster response.*



Help everyone start the day off right by providing a healthy breakfast.

Provide a healthy lunch by offering fruits or vegetables, appropriate portions and bite-sized desserts.

Celebrate with healthy snacks such as fruits and vegetables or small treats.

## Standards at a Glance, by Occasion

### **Breakfast**

- Fruits or vegetables must be provided when food is served.
- Whole grain options must be available when grains are served (e.g., whole-wheat bread, bagels).
- No doughnuts, pastries or sweet buns may be served.
- Yogurt must be plain (unflavored) and low-fat or non-fat.
- Water must be available when food and/or beverages are served.
- All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.
- Milk must be 1% or non-fat, and unsweetened.
- If providing juice, it must be 100% juice (with no added caloric sweeteners) served in 6 ounce portions or less.

### **Lunch**

- Fruits or vegetables must be provided when food is served.
- Whole grain options must be available when grains are served (e.g., whole-wheat bread, rolls, wraps, brown rice).
- No fried foods served (e.g., chips, French fries).
- No more than one portion of dessert per person.
- Water must be available when food and/or beverages are served.
- All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.

### **Snacks and Special Events**

- Fruits or vegetables must be provided when food is served.
- No fried foods may be served (e.g., chips, French fries).
- No more than one portion of dessert per person.
- Water must be available when food and/or beverages are served.
- All beverages must contain 25 calories or less per 8 ounces, except 100% juice or milk.

## Sample Menus

### **Breakfast**

- Mini whole-wheat bagels
- Fruit spread, peanut butter and low-fat cream cheese on the side
- Low-fat plain yogurt with granola
- Assortment of fresh fruit, such as bananas and tangerines
- Coffee, tea, low-fat milk, water

### **Lunch**

- Turkey, avocado, lettuce and tomato sandwiches on whole-wheat bread
- Grilled vegetables on whole-wheat wraps
- Chopped salad with mixed greens and vinaigrette dressing on the side
- Fresh fruit salad
- Bite-size chocolate chip cookies
- Coffee, tea, water, seltzer

### **Snack**

- Assortment of fresh fruit, such as apples and pears
- Whole-grain crackers and cheese
- Mixed nuts
- Water, seltzer

### **Special Event**

- Mixed vegetable platter with hummus
- Fresh fruit skewers or fresh fruit salad
- Special treat, such as celebration cake, cut into small portions
- Coffee, tea, water, seltzer, 100% fruit juice/seltzer “punch”

## Tips for Implementing the Standards

- Give a copy of the Standards to your vendor/caterer and attach to all catering requests.
- Work with your vendor/caterer to identify healthy options from their menu.
- If purchasing food from a local store or restaurant, use the Standards to create your shopping list.
- Purchase pitchers to provide water at all meetings and events where beverages are served.
- Serve whole fruit rather than a fruit platter or fruit salad for a less expensive healthy option.