

New York City (NYC) Food and Beverage Guidelines for Meetings and Events Training Manual

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I. Introduction

About the NYC Food and Beverage Guidelines

Healthy eating can help prevent and control risk factors for diet-related diseases such as diabetes and heart disease. Many New Yorkers, and mission-driven organizations like yours, make healthy eating a priority. The New York City (NYC) Health Department created the NYC Food and Beverage Guidelines (referred to as “the Guidelines”) as a tool to help community- and faith-based organizations like yours follow the New York City Food Standards. The New York City Food Standards are evidence-based nutrition criteria mandated in all City agencies. The Guidelines demonstrate how you can create a healthy food environment by offering nutritious foods and beverages in vending machines and at meetings and events.

Since 2008, the NYC Health Department has helped staff at senior centers, child care centers, hospitals and hundreds of City agency sites to implement the NYC Food Standards and improve the healthfulness of the foods and beverages they serve. Using our knowledge and experience, we have created this training manual to help your organization or partner organization do the same.

How to Use This Manual

This manual contains information about training appropriate staff on the NYC Food and Beverage Guidelines for Meetings and Events. The training is designed to be interactive and engaging. Remember to welcome and accept all answers during discussions and thank everyone for sharing. In some sections of this manual, you will see a text box reminding you to mention key points during discussion, as needed. In addition, please note that the term “y/our” shows throughout the manual to note when you can choose to say “your” or “our” as applicable when referring to the organization or group.

The training can be given in one of two ways: by using the PowerPoint slides as a guide or as handouts. If you choose to use the slides as a guide, look for the “slide #” noted throughout the lesson plan to stay on track. If you choose to use the slides as handouts, print out copies of the slides for participants. Feel free to use your own additional visual aids, if helpful.

The Meetings and Events Training is designed to last approximately 75 minutes. Estimated times appear at the start of each section to help you plan your presentation time. If you need to shorten the training, you can skip or revise activities where you see a clock symbol (🕒). If timing allows, set aside an additional 10 to 15 minutes at the end of training to complete the optional [Action Plan](#) with participants (*see Appendix B.5*). Prior to the training, ask any participants who plan, purchase, and serve food and beverages for meetings and events to complete a [Guidelines Pre-assessment](#) for their organization and to bring a copy to the training or submit it to you beforehand. Participants can use their pre-assessments to create action plans.

II. NYC Food and Beverage Guidelines: Meetings and Events Training Lesson Plan

Supplies

- Laptop, screen and projector (if using PowerPoint)
- Printouts of slides for participants (found in Appendix A)
- Folders for participants including applicable handouts for activities (found in Appendix B)
- Name tags for facilitator and participants
- Sticky notes, pens and markers
- Calculator, plastic cup, plastic spoon and resealable plastic bag with one cup of sugar (for facilitator)

Preparation

- Review entire Training Lesson Plan and slides
- Gather supplies
- Set up equipment for PowerPoint (if using)
- Set up sticky notes, pens and markers

Lesson Plan Overview

Section	Approximate Time
1. Welcome <ul style="list-style-type: none">a. Introductionb. Objectivesc. Agenda Reviewd. Activity	15 minutes
2. Background	10 minutes
3. Guidelines Overview <ul style="list-style-type: none">a. Offer Healthier Beveragesb. Offer Plenty of Fruits and Vegetablesc. Make the Healthy Choice the Easy Choiced. Serve Food in Healthy Portionse. Green Light, Yellow Light and Red Light Foods and Beverages	30 minutes
4. Guidelines Activity	15 minutes
5. Closing	5 minutes
6. Action Plan (Optional)	15 minutes

1. Welcome (15 minutes)

a. Introduction

Slide 1:

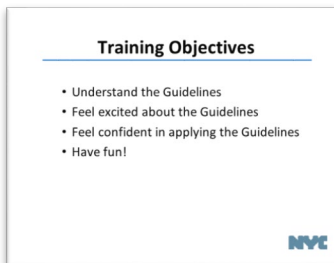


Hello, everyone. Thank you so much for coming and for your commitment to bringing healthier food and beverage options to y/our organization.

Introduce yourself. Include your name, title and the name of your organization (if applicable). Ask participants to fill out a name tag and discuss any introductory points, such as restroom locations, breaks, etc.

b. Objectives

Slide 2:



Today's training is about the NYC Food and Beverage Guidelines, specifically for meetings and events. I hope when you leave here today you:

- Understand the Guidelines and how they can be implemented
- Feel excited about implementing the Guidelines
- Feel confident applying the Guidelines to meetings and events at y/our organization
- Have fun!

c. Agenda Review

Slide 3:



First, let's take a few minutes to review today's agenda. Each of you should have an agenda in your folder (*see Appendix B.1*). If you don't have an agenda, please let me know. We will begin the training with a background discussion about the health of New Yorkers and why the Guidelines are important. Next, we will review the Guidelines and connect them to nutrition education concepts. Finally, we will put our learnings into practice with an activity.

d. Activity

Slide 4:



To begin, please answer the following questions on your own by writing your responses on sticky notes. Then, turn to a partner and share your response to the first question. We will save responses to the second question for later.

1. What are some healthy foods and beverages y/our organization currently serves at meetings and events?
2. How do healthy foods at meetings and events benefit you, y/our organization and y/our community?

Allow three minutes for individuals to write responses. Tell them to turn to a partner and allow another three to four minutes to discuss the first question in pairs. Then bring all participants together as a group. ⌚ If short on time, you can do this activity as a group brainstorm instead of in pairs.

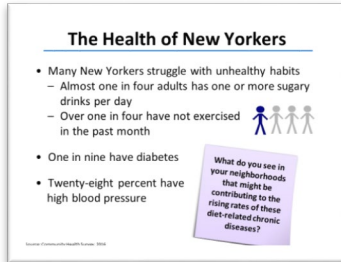
Who would like to share which foods and/or beverages they listed for the first question?

Thank you for sharing. Please hold on to your sticky notes. We will discuss the second question in a few minutes.

Y/our organization sounds like it's off to a great start. Today we will be learning about the Guidelines, which will help y/our organization go further.

2. Background (10 minutes)

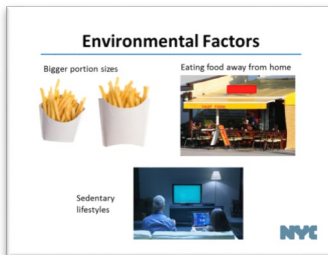
Slide 5:



Poor nutrition plays a big role in the health of our city and neighborhoods. In New York City, almost one in four people have at least one sugary drink per day and over one in four have not exercised in the past month. In addition, one in nine people have diabetes, and 28 percent have high blood pressure.¹

What do you see in your neighborhoods that might be contributing to the high rates of these diet-related conditions? *Wait for and validate responses, as appropriate.*

Slide 6:



Environmental factors that contribute to chronic disease include:

- Widespread availability of food and drinks, especially as portion sizes have increased
- More people eating foods away from home
- More people leading sedentary lifestyles

Today's world of fast food and large portions can make healthy eating a challenge. Eating more calories than what our bodies use daily and what we burn off from physical activity can lead to excess weight and health problems like high blood pressure, heart disease, diabetes and some cancers, but the NYC Guidelines can help by making the healthy choice the easy choice in y/our organization.

The second question in the opening activity asked you to consider how providing healthy foods at meetings and events can benefit you, y/our organization and y/our community. Would anyone like to share what they wrote on their sticky notes in response to that question? *Wait for and validate responses, as appropriate.*

¹ NYC Health Department. Community Health Survey 2016; public use dataset. Accessed November 14, 2017.

Slide 7:



The Guidelines can help y/our organization:

- Create an environment where healthier foods are the default option at meetings, events and in vending machines
- Consistently offer healthier foods and beverages
- Support the prevention and control of diet-related diseases
- Model healthy eating in the workplace and lead by example
- Change the food and nutrition landscape in NYC by influencing the types of products organizations provide

By working together and implementing the NYC Food and Beverage Guidelines, y/our organization can help create a healthier food environment for y/our employees, visitors and community.

Now we're going to briefly review the Guidelines for Meetings and Events. Please look at the Meetings and Events Guidelines handout in your folder (*see Appendix B.2*) and read the Guidelines. Then, with a partner, name one Guideline that seems easy to implement and one that seems challenging, and discuss why. You will have three minutes for this discussion.

After three minutes, bring everyone together as a group. 🕒 If you are running short on time, you can skip to Section 3 after participants discuss the Guidelines in pairs.

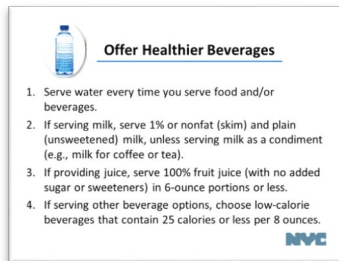
Who would like to share what seems easy and/or challenging about the Guidelines? *Wait for responses and validate answers, as appropriate.*

During this training we will review the Guidelines and learn more details about them and how they can be implemented. We will work together to overcome some of the challenges you have mentioned.

3. Guidelines Overview (30 minutes)

a. Offer Healthier Beverages

Slide 8:



Offer Healthier Beverages

1. Serve water every time you serve food and/or beverages.
2. If serving milk, serve 1% or nonfat (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.

NVC

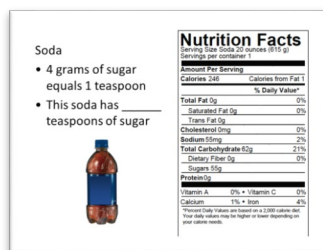
Let's start by looking at Guidelines 1 through 4, which all have to do with offering healthier beverages. Who would like to read Guidelines 1 through 4 out loud?

Why do you think these Guidelines are important? *Wait for responses and validate answers, as appropriate.*

Sugary drinks, which include soda, sweetened iced tea, sports, energy and fruit drinks are the single largest source of added sugar in our diets. Sugary drink consumption can lead to type 2 diabetes, heart disease, cavities and weight gain, which can lead to obesity. Obesity and being overweight are linked to chronic conditions such as high blood pressure and some cancers.

By offering water; no-calorie, unsweetened flavored waters and seltzers; or unsweetened iced tea instead of sugary drinks, you make it easier for y/our employees, visitors and community to make healthy choices.

Slide 9:



Soda

- 4 grams of sugar equals 1 teaspoon
- This soda has _____ teaspoons of sugar

Nutrition Facts
Serving Size 20 fl oz (591 mL)
Amount Per Serving
Calories 240
Total Fat 0g
Saturated Fat 0g
Trans Fat 0g
Cholesterol 0mg
Sodium 50mg
Total Carbohydrate 55g
Dietary Fiber 0g
Sugars 55g
Vitamins A, C, E, K, and Vitamin D
Calcium 1% • Iron 4%

We have learned why limiting sugary drinks is important. Now let's see exactly how much added sugar is found in these beverages.

Take a look at the Nutrition Facts label for a 20-ounce soda. Who can tell me how many grams of sugar are in this soda? *After responses, confirm answer: 55 grams of sugar.*

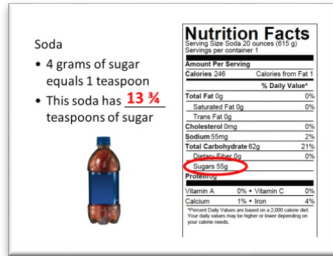
Let's figure out how many teaspoons of sugar are in this soda. Four grams of sugar equals one teaspoon, so we can calculate the number of teaspoons of sugar in this example by dividing the total grams of sugar (55 grams) by four. If you have a phone with a calculator, feel free to use it for this activity.

Who can tell me how many teaspoons of sugar are in this 20-ounce soda? *Wait for responses, then reveal the next slide.*

Slide 10:

Soda

- 4 grams of sugar equals 1 teaspoon
- This soda has **13 ¾** teaspoons of sugar



Nutrition Facts	
Serving Size Soda 20 fl oz (591 g)	
Amount Per Serving	
Calories 210	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 0mg	0%
Sodium 20mg	2%
Total Carbohydrate 35g	21%
Sugars 35g	0%
Proteins	
Vitamin A	0% • Vitamin C
Calcium	0% • Iron

This soda has 13 ¾ teaspoons of sugar.

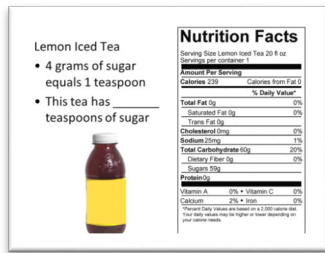
Who would like to measure out 14 teaspoons of sugar into this plastic cup? *After a volunteer measures sugar into the cup, show the cup to participants.*

Who is surprised by how much sugar is in one soda?

Slide 11:

Lemon Iced Tea

- 4 grams of sugar equals 1 teaspoon
- This tea has _____ teaspoons of sugar



Nutrition Facts	
Serving Size Lemon Iced Tea 20 fl oz (591 g)	
Amount Per Serving	
Calories 210	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 0mg	0%
Sodium 20mg	2%
Total Carbohydrate 59g	37%
Sugars 59g	0%
Proteins	
Vitamin A	0% • Vitamin C
Calcium	0% • Iron

Now let's look at the Nutrition Facts label for sweetened tea. How many grams of sugar are in this 20-ounce sweetened tea? *After responses, confirm answer: 59 grams of sugar.*

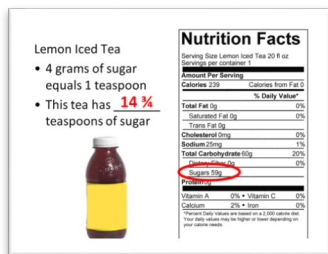
Four grams of sugar equals one teaspoon, so we can calculate the number of teaspoons of sugar in this example by dividing the total grams of sugar (59 grams) by four. If you have a phone with a calculator, feel free to use it for this activity.

Who can tell me how many teaspoons of sugar are in this sweetened tea? *Wait for responses then reveal the next slide.*

Slide 12:

Lemon Iced Tea

- 4 grams of sugar equals 1 teaspoon
- This tea has **14 ¾** teaspoons of sugar



Nutrition Facts	
Serving Size Lemon Iced Tea 20 fl oz (591 g)	
Amount Per Serving	
Calories 210	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 0mg	0%
Sodium 20mg	2%
Total Carbohydrate 59g	37%
Sugars 59g	0%
Proteins	
Vitamin A	0% • Vitamin C
Calcium	0% • Iron

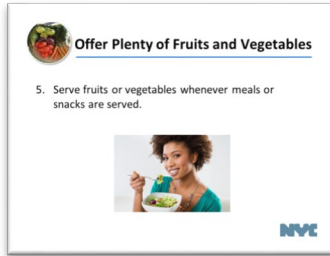
This sweetened tea has 14 ¾ teaspoons of sugar.

Who would like to measure out 15 teaspoons of sugar? *You may ask the volunteer to measure out 15 teaspoons of sugar into a plastic cup or to add one teaspoon to the cup of sugar already measured for the soda. ⌚ If you are running short on time, you can skip the spoon activity for sweetened tea.*

Is anyone surprised by how much sugar is in one sweetened tea?

b. Offer Plenty of Fruits and Vegetables

Slide 13:



Next, let's look at Guideline #5, which says to serve fruits and/or vegetables when meals or snacks are served. Why do you think this Guideline is important? *Wait for responses and validate answers, as appropriate.*

Be sure to mention:

- Eating fruits and vegetables every day can lower your risk of heart disease, and possibly some cancers.
 - Fruits and vegetables contain plenty of fiber, and some types of fiber might help you feel full longer.
-

Slide 14:



Now let's look at MyPlate. Who recognizes MyPlate? Where have you seen it?

MyPlate is the United States Department of Agriculture's (USDA) food guide system² that reminds us to eat healthy at every meal.

What do you notice about MyPlate? How is it different than the previous Food Guide Pyramid?

Be sure to mention:

- The plate is divided into four sections.
 - Two of the four sections are filled with fruits and vegetables, which is half of the plate.
 - One section is filled with proteins. Ideally these should be lean proteins.
 - The last section of the plate is filled with grains. At least half of these grains should be whole grains. We will talk about whole grains in a minute.
-

² United States Department of Agriculture. Washington, DC. choosemyplate.gov. Accessed January 3, 2017.

Slide 15:

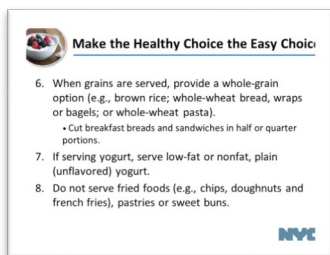


This is the My Plate Planner. It provides another example of what a healthy plate might look like, but using real food. Notice that portion size is an important part of MyPlate. To build a healthy plate, we start with a regular-size plate or bowl. An adult plate should be nine inches across.

Guideline #5 tells us to serve a fruit or vegetable every time food is served. The Guidelines help us to create healthy meals at meetings and events that better reflect MyPlate guidance.

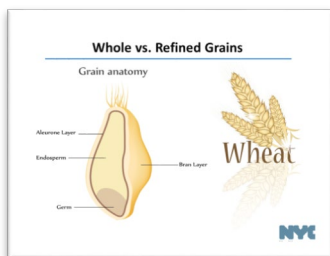
c. Make the Healthy Choice the Easy Choice

Slide 16:



Guidelines #6, #7 and #8 talk about serving healthier versions of foods often served at meetings and events. Offering healthier versions of these foods makes it easier for people to make healthy choices. Who would like to read Guidelines #6, #7 and #8 out loud?

Slide 17:

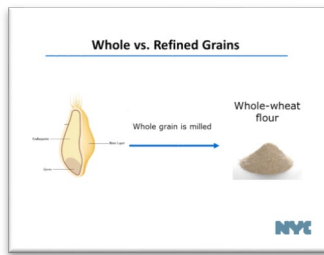


Let's look at whole grains more closely. Guideline #6 says to provide a whole-grain option when grains are served. We hear a lot about the importance of eating whole grains, but what exactly are whole grains? A grain kernel, or seed, consists of three main parts:

- The outer shell called the **bran** contains fiber, B vitamins, protein and trace minerals.
- The inside section called the **endosperm** contains mostly carbohydrate, some protein and small amounts of B vitamins.
- A small section called the **germ** contains B vitamins, vitamin E, trace minerals and phytonutrients.

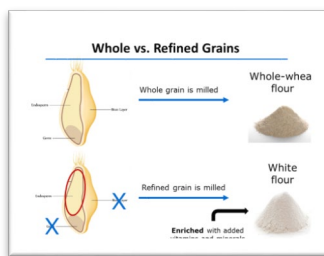
Whole grains are foods made from the entire grain seed. For example, brown rice consists of the entire whole grain of rice. You get all the benefits of eating the whole grain when you eat brown rice.

Slide 18:



To make flour, the entire whole grain is milled to give us whole-grain flour that is then used to make whole-grain products such as whole-wheat breads, whole-wheat pastas, etc. The benefits of eating whole grains are retained in whole-grain products.

Slide 19:



To make white flour (also called refined flour), the outer bran layer and the germ are removed, leaving behind only the endosperm, which is then milled to make white flour. When the bran and germ are removed, fiber and some nutrients are lost during the process. This white, or refined, flour is used to make white-grain products including white breads, pastas, cereals, pastries, etc.

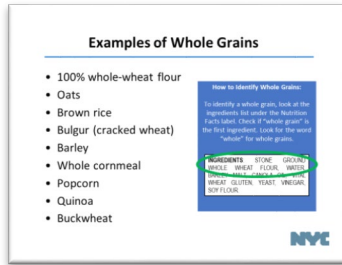
By law, refined flour must be enriched by adding back key nutrients (e.g. B vitamins, iron and folic acid) that are lost with the germ and bran during the refining process. But fiber is not added back and this is a key nutrient we miss out on by choosing refined grains more often than whole grains. Since whole grains are the healthier option, the Dietary Guidelines for Americans recommends making at least half of your grains whole grains.

Now that we know what is removed when making a refined grain, what are the benefits of a whole grain? *Wait for and validate responses, as appropriate.*

Be sure to mention:

- Whole grains have a higher amount of healthy fats and fiber than refined grains.
 - Whole grains are a good source of fiber, which may help to lower the risk of heart disease. Some types of fiber might help you feel full longer.
-

Slide 20:



Here is a list of whole grains. Some of you may already be eating these.

- 100% whole-wheat flour, used to make whole-grain products such as breads, pastas, cereals and tortillas
- Oats, used to make oatmeal, cereals and bread products
- Brown rice
- Bulgur (cracked wheat)
- Barley
- Whole cornmeal
- Popcorn
- Quinoa
- Buckwheat

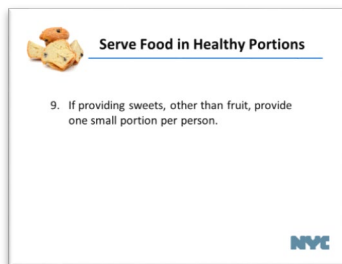
Are there any whole grains on this list that are new to you? Which whole grains have you seen at meetings and events? *Wait for responses and validate answers, as appropriate.*

Some whole-grain foods, like brown rice and barley, are naturally whole. Other foods are a mix of grains and are harder to identify. Look at the ingredients list on the package, which you can usually find under the Nutrition Facts label. Whole-grain foods should have the word "whole" as a part of the first ingredient.

Guidelines #7 and #8 have to do with avoiding foods that have very little nutrition to offer and with serving healthier versions of these foods instead. We will come back to these in a few minutes when we talk about green light, yellow light and red light foods.

d. Serve Food in Healthy Portions

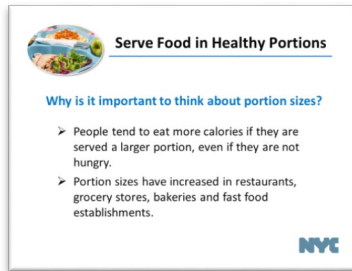
Slide 21:



Finally, let's talk about the Guidelines that deal with portion size. Who would like to read Guideline #9 out loud?

Who can find other Guidelines that address portions? *Wait for responses and validate answers, as appropriate.* Guideline #3 addresses smaller juice portions, and Guideline #6 recommends cutting breakfast breads and sandwiches in half or quarter portions.

Slide 22:



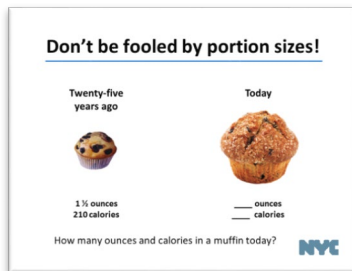
Why do you think portions are included in the Guidelines? *Wait for responses and validate answers, as appropriate.*

We know that:

- People tend to eat more calories if they are served a larger portion, even if they are not hungry.
- Portion sizes have increased in restaurants, grocery stores, bodegas and bakeries.

The Guidelines can help encourage us to take smaller portions of higher-calorie foods such as sweets, breakfast breads, wraps and sandwiches.

Slide 23:



Let's see if you can guess the size of common foods and beverages that have grown in size over the last few decades. Twenty-five years ago, a typical blueberry muffin was 1 1/2 ounces and contained 210 calories.

Can you guess the ounces and number of calories in a blueberry muffin that you would find at a food cart, deli or bakery today? *Wait for responses and then reveal the next slide.*

Slide 24:

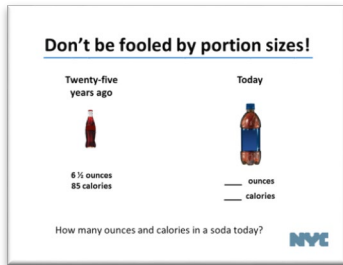


A muffin today is 5 ounces and 500 calories.

Calorie needs vary depending on age, gender and physical activity level. Most adults need between 1,600 and 3,000 calories. A woman who only needs 1,600 calories a day would get more than 30 percent of her calorie needs met with one muffin!

As we mentioned earlier, eating larger portions leads to consuming extra calories and can result in weight gain and chronic health issues, which is why being mindful of portions is so important.

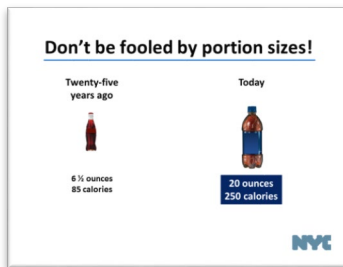
Slide 25:



Now let's look at how beverages have changed over time. Twenty-five years ago a bottle of soda was 6 ½ ounces and contained 85 calories.

Can anyone tell me the ounces and number of calories in a bottle of soda today? *Wait for responses and then reveal the next slide.*

Slide 26:

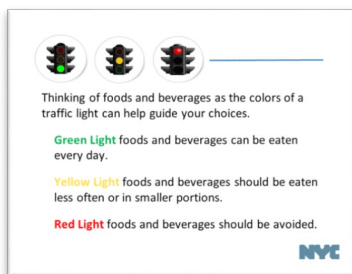


A soda today is commonly 20-ounces and has 250 calories.

If we didn't have this information from 25 years ago, we might think today's serving sizes were the same as in the past. This is why it is important to think and talk about smaller portions as well as set guidelines to encourage them.

e. Green Light, Yellow Light and Red Light Foods and Beverages

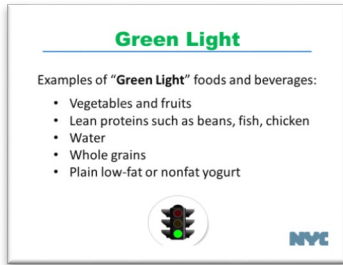
Slide 27:



One of the best ways to eat healthier and choose foods and beverages that will meet the Guidelines is to know which ones are best to eat every day. Thinking of foods and beverages as "Green Light," "Yellow Light" or "Red Light" can help guide y/our food and beverage choices.

- We can "go ahead" and eat **Green Light** foods and beverages every day.
- We should "use caution" when eating and drinking **Yellow Light** foods and beverages, and have them less often or in smaller portions.
- We should "stop" and rethink our choices when considering **Red Light** foods and beverages to avoid eating or drinking them.

Slide 28:



“Green Light” foods and beverages are the healthiest options and are:

- Full of nutrients
- Lower in unhealthy fats and not fried
- Have no or minimally added sugars and sodium

Can you name some “Green Light” foods you eat? *Wait for responses and validate answers, as appropriate.*

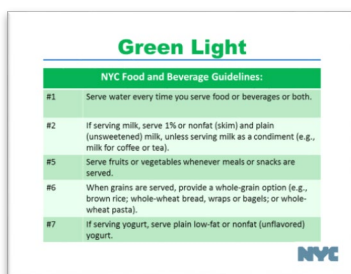
We want to choose and serve “Green Light” foods more often at meetings and events. Examples of “Green Light” foods include:

- Bright, colorful vegetables (such as carrot sticks, tomatoes, cucumbers, peppers, greens and broccoli)
- Fruits (such as mangoes, strawberries, blueberries, apples, pineapple, melons, grapes and papaya)
- Lean proteins (such as beans, fish, chicken and turkey)
- Whole grains (such as whole-grain breads, brown rice and whole-wheat tortillas)
- Low-fat or nonfat plain yogurt

These are all foods that you should and can eat every day. What about “Green Light” beverages? Can anyone name any? *Wait for responses and validate answers, as appropriate.* Water and low-fat unsweetened milk are “Green Light” beverages.

Now refer back to the Meetings and Events Guidelines handout from your folders (*see Appendix B.2*). Which Guidelines address “Green Light” foods and beverages? *Wait for responses and validate answers, as appropriate.*

Slide 29:



Guidelines #1, #2, #5, #6 and #7 all promote “Green Light” foods and beverages.

Slide 30:



The Guidelines help us identify healthy foods and beverages to offer more often, but also provide suggestions on which foods and beverages to eat in smaller portions or less often. We call this group the **"Yellow Light"** foods and beverages.

"Yellow Light" foods and beverages are:

- Higher in unhealthy fats
- Higher in sugar and/or sodium

Limiting excess calories, unhealthy fat, sugar and sodium can decrease risk of chronic disease.

Can you name some **"Yellow Light"** foods and beverages? *Wait for responses and validate answers, as appropriate.*

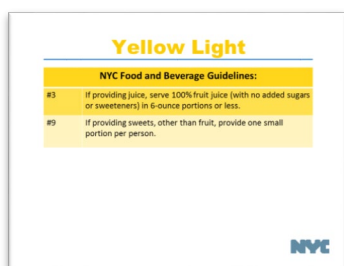
Examples of **"Yellow Light"** foods and beverages include:

- Whole milk
- Regular yogurt with sugar
- 100% fruit juice
- High-sugar foods such as cookies and cakes

You may be surprised to see 100% fruit juice on our list of **"Yellow Light"** beverages. Fruit juice is not as healthy as people think. It is loaded with calories, which is why we ask you to serve 100% fruit juice in small portions. Unlike juice, whole fruit is loaded with fiber, which is good for your health.

Which guidelines address **"Yellow Light"** foods and beverages? *Wait for responses and validate answers, as appropriate.*

Slide 31:



Guidelines #3 and #9 address “**Yellow Light**” foods and beverages.

Slide 32:



The Guidelines also provide suggestions on which foods to avoid. We call this group the “**Red Light**” foods and beverages.

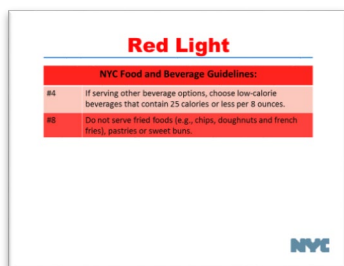
“**Red Light**” foods and beverages are extremely high in unhealthy fats and sugars. Eating or drinking them can negatively affect our health.

Can you name some “**Red Light**” foods and beverages? *Wait for responses and validate answers, as appropriate.*

Some examples are fried foods, such as french fries and potato chips, or beverages that have added sugar, such as sweetened tea, soda and fruit drinks.

Which Guidelines address “**Red Light**” foods and beverages? *Wait for responses and validate answers, as appropriate.*

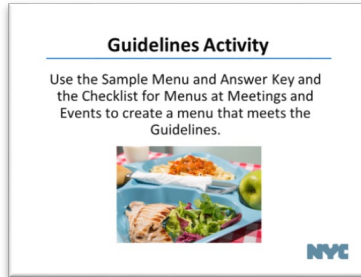
Slide 33:



Guidelines #4 and #8 both address “**Red Light**” foods and beverages.

4. Guidelines Activity (15 Minutes)

Slide 34:



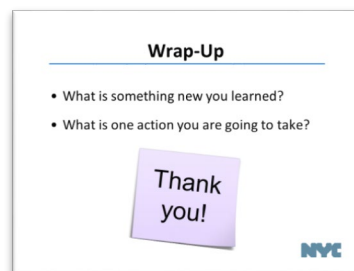
Copies of the Sample Menu and Answer Key and the Checklist for Menus at Meetings and Events should be in each participant's folder (see Appendix B.3 and B.4).

Now that we have reviewed all the Guidelines, let's put our knowledge to the test. For the next activity, get into groups of three to four people. Each of you should have a Sample Menu and Answer Key and a Checklist for Menus at Meetings and Events in your folder. If you don't have these, please let me know. Review the Sample Menu and the Checklist to plan a meal that meets the Guidelines. Select foods and beverages from the Menu to serve at a meeting or an event and list them in the column on the left. Then refer to the Checklist to make sure your choices meet the Guidelines. You will have eight minutes to do this activity, then we will discuss it together.

After eight minutes, bring everyone together to discuss the activity as a group. Refer to the Answer Key to answer any questions and confirm whether the menus created by participants are correct. Who would like to share their menu with the group? What did you find surprising? What did you find challenging?

5. Closing (5 Minutes)

Slide 35:



We are approaching the end of our training, but before we close, let's go over what we've learned today.

- What is something new you learned from the training today? *Wait for responses and validate, as appropriate.*
- What is one action you are going to take to move y/our organization toward meeting the Guidelines? *Wait for responses and validate, as appropriate.*

Challenges may come up while you are working to implement the Guidelines, but we are here to support y/our organization. Please contact us with questions or for help. Thank you for your participation, and remember: You are the key to making this a success!

6. Action Plan (Optional) (15 Minutes)

🕒 *Optional: Ask participants whose organizations have completed a pre-assessment to create an Action Plan for their organization.* Now that we have discussed actions you will take to meet the Guidelines, let's turn those actions into a plan that y/our organization can follow. Please look at the Action Plan sheet in your folder (*see Appendix B.5*). An action plan lists what steps must be taken in order to reach your goals. By clarifying who will complete these steps and when they will be completed, you can develop concrete strategies for implementing the Guidelines at y/our organization.

Action steps can refer to the food and beverages you plan to serve. They can also include strategies such as training staff about your policy, communicating the new policy to y/our organization and measuring the impact of the policy.

Refer to the second page of the Action Plan. A sample action plan is provided on the back page for reference and includes steps, the people involved and the deadlines, which will vary based on y/our organization. Use the information collected in your pre-assessment to decide what steps you can take to follow the Guidelines at y/our organization.

Allow partners 10 minutes to write responses in the Action Plan.

New York City Food and Beverage Guidelines



Meetings and Events



Training Objectives

- Understand the Guidelines
- Feel excited about implementing the Guidelines
- Feel confident in applying the Guidelines
- Have fun!



Today's Agenda

- Welcome
- Background
- Guidelines Overview
- Guidelines Activity



Welcome!

1. What are some healthy foods and beverages your organization currently serves at meetings and events?
2. How do healthy foods at meetings and events benefit you, your organization and your community?

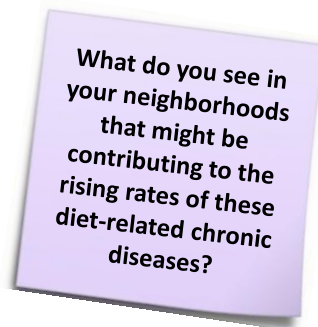


The Health of New Yorkers

- Many New Yorkers struggle with unhealthy habits
 - Almost one in four adults has one or more sugary drinks per day
 - Over one in four have not exercised in the past month



- One in nine have diabetes
- Twenty-eight percent have high blood pressure



Source: Community Health Survey, 2016

Environmental Factors

Bigger portion sizes



Eating food away from home



Sedentary lifestyle



The NYC Food and Beverage Guidelines

Benefits of the Guidelines include:

- Healthier foods as default options
- Reliability and consistency
- Prevention and control of diet-related diseases
- The opportunity to lead by example
- The opportunity to influence NYC's food landscape



Offer Healthier Beverages

1. Serve water every time you serve food and/or beverages.
2. If serving milk, serve 1% or nonfat (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.



Soda

- 4 grams of sugar equals 1 teaspoon
- This soda has _____ teaspoons of sugar



Nutrition Facts

Serving Size Soda 20 ounces (615 g)
Servings per container 1

Amount Per Serving

Calories 246 Calories from Fat 1

% Daily Value*

Total Fat 0g 0%

Saturated Fat 0g 0%

Trans Fat 0g

Cholesterol 0mg 0%

Sodium 55mg 2%

Total Carbohydrate 62g 21%

Dietary Fiber 0g 0%

Sugars 55g

Protein 0g

Vitamin A 0% • Vitamin C 0%

Calcium 1% • Iron 4%

*Percent Daily Values are based on a 2,000 calorie diet.
Your daily values may be higher or lower depending on your calorie needs.

Soda

- 4 grams of sugar equals 1 teaspoon
- This soda has 13 ³/₄ teaspoons of sugar



Nutrition Facts

Serving Size Soda 20 ounces (615 g)
Servings per container 1

Amount Per Serving

Calories 246 Calories from Fat 1

% Daily Value*

Total Fat 0g 0%

Saturated Fat 0g 0%

Trans Fat 0g

Cholesterol 0mg 0%

Sodium 55mg 2%

Total Carbohydrate 62g 21%

Dietary Fiber 0g 0%

Sugars 55g

Protein 0g

Vitamin A 0% • Vitamin C 0%

Calcium 1% • Iron 4%

*Percent Daily Values are based on a 2,000 calorie diet.
Your daily values may be higher or lower depending on your calorie needs.

Lemon Iced Tea

- 4 grams of sugar equals 1 teaspoon
- This tea has _____ teaspoons of sugar



Nutrition Facts

Serving Size Lemon Iced Tea 20 fl oz
Servings per container 1

Amount Per Serving	
Calories 239	Calories from Fat 0
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 25mg	1%
Total Carbohydrate 60g	20%
Dietary Fiber 0g	0%
Sugars 59g	
Protein 0g	
Vitamin A 0%	Vitamin C 0%
Calcium 2%	Iron 0%

*Percent Daily Values are based on a 2,000 calorie diet.
Your daily values may be higher or lower depending on your calorie needs.

Lemon Iced Tea

- 4 grams of sugar equals 1 teaspoon
- This tea has 14 ³/₄ teaspoons of sugar



Nutrition Facts

Serving Size Lemon Iced Tea 20 fl oz
Servings per container 1

Amount Per Serving	
Calories 239	Calories from Fat 0
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 25mg	1%
Total Carbohydrate 60g	20%
Dietary Fiber 0g	0%
Sugars 59g	
Protein 0g	
Vitamin A 0%	Vitamin C 0%
Calcium 2%	Iron 0%

*Percent Daily Values are based on a 2,000 calorie diet.
Your daily values may be higher or lower depending on your calorie needs.

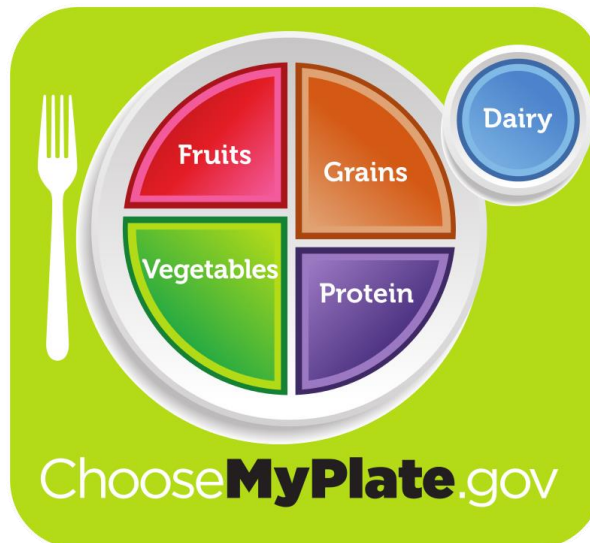


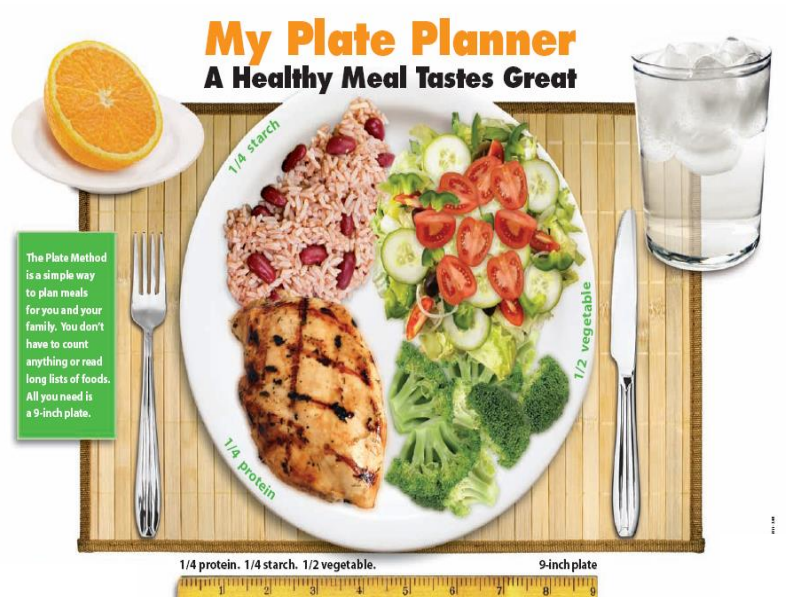
Offer Plenty of Fruits and Vegetables

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



Meet MyPlate





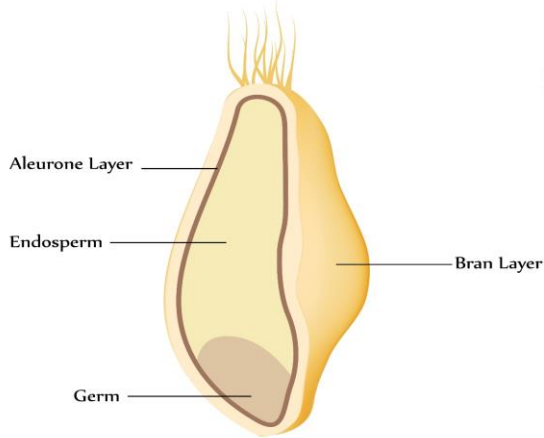
Make the Healthy Choice the Easy Choice

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 or quarter portions.
7. If serving yogurt, serve low-fat or nonfat, plain (unflavored) yogurt.
8. Do not serve fried foods (e.g., chips, doughnuts and french fries), pastries or sweet buns.

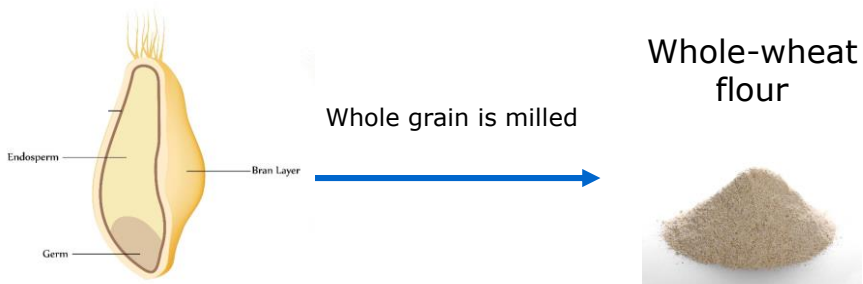


Whole vs. Refined Grains

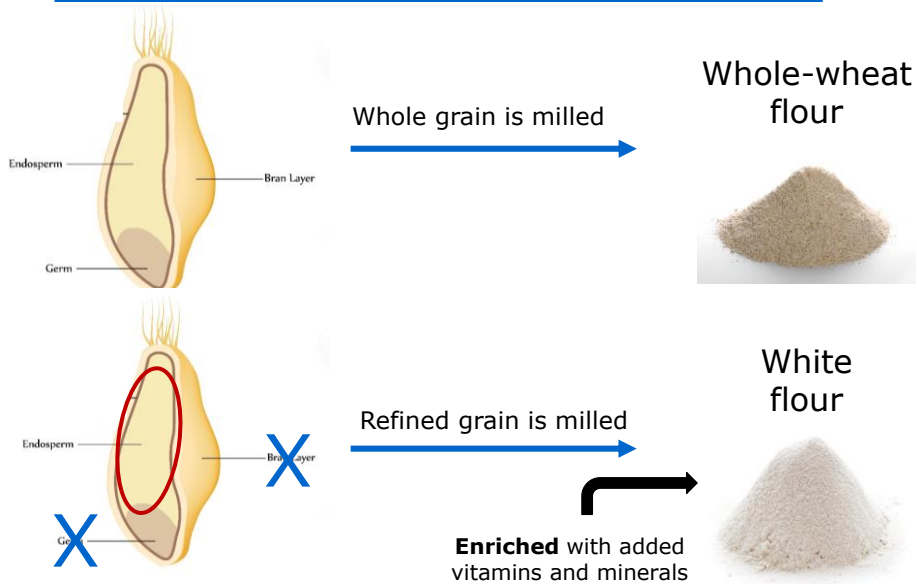
Grain anatomy



Whole vs. Refined Grains



Whole vs. Refined Grains



Examples of Whole Grains

- 100% whole-wheat flour
- Oats
- Brown rice
- Bulgur (cracked wheat)
- Barley
- Whole cornmeal
- Popcorn
- Quinoa
- Buckwheat

How to Identify Whole Grains:

To identify a whole grain, look at the ingredients list under the Nutrition Facts label. Check if "whole grain" is the first ingredient. Look for the word "whole" for whole grains.

INGREDIENTS: STONE GROUND
WHOLE WHEAT FLOUR, WATER,
BARLEY MALT, CANOLA OIL, VITAL
WHEAT GLUTEN, YEAST, VINEGAR,
SOY FLOUR.



Serve Food in Healthy Portions

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



Serve Food in Healthy Portions

Why is it important to think about portion sizes?

- People tend to eat more calories if they are served a larger portion, even if they are not hungry.
- Portion sizes have increased in restaurants, grocery stores, bakeries and fast food establishments.



Don't be fooled by portion sizes!

Twenty-five
years ago



1 ½ ounces
210 calories

Today



___ ounces
___ calories

How many ounces and calories in a muffin today?



Don't be fooled by portion sizes!

Twenty-five
years ago



1 ½ ounces
210 calories

Today



5 ounces
500 calories



Don't be fooled by portion sizes!

Twenty-five
years ago



6 ½ ounces
85 calories

Today



___ ounces
___ calories

How many ounces and calories in a soda today?



Don't be fooled by portion sizes!

Twenty-five
years ago



6 ½ ounces
85 calories

Today



20 ounces
250 calories





Thinking of foods and beverages as the colors of a traffic light can help guide your choices.

Green Light foods and beverages can be eaten every day.

Yellow Light foods and beverages should be eaten less often or in smaller portions.

Red Light foods and beverages should be avoided.



Green Light

Examples of “**Green Light**” foods and beverages:

- Vegetables and fruits
- Lean proteins such as beans, fish, chicken
- Water
- Whole grains
- Plain low-fat or nonfat yogurt



Green Light

NYC Food and Beverage Guidelines:	
#1	Serve water every time you serve food or beverages or both.
#2	If serving milk, serve 1% or nonfat (skim) and plain (unsweetened) milk, unless serving milk as a condiment (e.g., milk for coffee or tea).
#5	Serve fruits or vegetables whenever meals or snacks are served.
#6	When grains are served, provide a whole-grain option (e.g., brown rice; whole-wheat bread, wraps or bagels; or whole-wheat pasta).
#7	If serving yogurt, serve plain low-fat or nonfat (unflavored) yogurt.



Yellow Light

Examples of “**Yellow Light**” foods and beverages:

- Whole milk
- Regular, high-sugar yogurt
- 100% fruit juice
- High-sugar foods such as cookies and cakes



Yellow Light

NYC Food and Beverage Guidelines:

#3	If providing juice, serve 100% fruit juice (with no added sugars or sweeteners) in 6-ounce portions or less.
#9	If providing sweets, other than fruit, provide one small portion per person.



Red Light

Examples of “Red Light” foods and beverages:

- Sugary drinks
 - Juice drinks and fruit punches
 - Sweetened tea
 - Soda
- Fried foods
 - French fries
 - Doughnuts



Red Light

NYC Food and Beverage Guidelines:

#4	If serving other beverage options, choose low-calorie beverages that contain 25 calories or less per 8 ounces.
#8	Do not serve fried foods (e.g., chips, doughnuts and french fries), pastries or sweet buns.



Guidelines Activity

Use the Sample Menu and Answer Key and the Checklist for Menus at Meetings and Events to create a menu that meets the Guidelines.



Wrap-Up

- What is something new you learned?
- What is one action you are going to take?

Thank
you!

New York City (NYC)
Food and Beverage Guidelines for
Meetings and Events
Training Agenda

- Welcome
 - What are some healthy foods and beverages your organization currently serves at meetings and events?
 - How do healthy foods at meetings and events benefit you, your organization and your community?
- Background
- Guidelines Overview
- Guidelines Activity
 - Use the Sample Menu and Answer Key and Checklist for Menus at Meetings and Events to create a menu that meets the NYC Food and Beverage Guidelines (referred to as “the Guidelines” throughout the training).

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 nonfat (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 nonfat, 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.

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.

GUIDELINES ACTIVITY: SAMPLE MENU

BREAKFAST

YOGURT PARFAIT Choice of plain or strawberry low-fat yogurt served with granola and fruit preserves

ASSORTED MUFFINS WITH BUTTER AND JAM Choice of blueberry, banana and cornbread muffins

ASSORTED BAGELS WITH BUTTER AND JAM Choice of plain, whole-wheat, everything and cinnamon raisin bagels

BREAKFAST EGG WRAPS Eggs, cheese, peppers and onions served on a regular or whole-wheat wrap

BREAKFAST PLATTER Eggs any style served with white toast and roasted potatoes

FRUIT SALAD Sliced seasonal fruit

SANDWICHES AND WRAPS

Served on choice of hero, panini bread, or regular or whole-wheat wrap

GRILLED CHICKEN Grilled chicken breast, lettuce, tomato, cheddar and honey mustard

TUNA MELT Tuna salad, melted American cheese, lettuce and tomato

HAM AND CHEESE Ham, Swiss cheese, lettuce, tomato and mustard

ROAST BEEF Roast beef, cheddar, lettuce, tomato and mayonnaise

FRIED FISH Fried fish filet, lettuce, tomato and aioli sauce

MEATBALL Meatballs, tomato sauce and melted mozzarella

VEGETABLE Marinated mushrooms, peppers, onions and zucchini

SALADS

CHICKEN CAESAR SALAD Grilled chicken breast, Romano cheese, lettuce, tomato, croutons and Caesar dressing

TACO SALAD Avocado, shredded cheese, lettuce, tomato, fried tortilla strips and lime dressing

MIXED VEGETABLE SALAD Cucumber, carrots, bell peppers, lettuce, tomato and balsamic vinaigrette

FRUIT SALAD Sliced seasonal fruit

ENTREES

Served with choice of side

BAKED ZITI Pasta, tomato sauce, ricotta and mozzarella

CHICKEN PARMESAN Fried chicken cutlet, tomato sauce and mozzarella

SOFT TACOS Choice of beef, chicken or vegetables served with salsa on a fresh corn tortilla

VEGETABLE FAJITAS Sautéed mushrooms, peppers and onions in flour tortillas

FRIED CHICKEN OR FISH

ROAST CHICKEN

SIDES

White rice

Brown rice

Black beans

Fresh corn tortillas

Macaroni and cheese

Garlic bread

Steamed vegetables

French fries

BEVERAGES

Bottled water

Fresh-squeezed orange juice

Lemonade

Sweet tea





Regular soda

Diet soda

Coffee

Hot tea

GUIDELINES ACTIVITY: SAMPLE MENU ANSWER KEY

Use these symbols to follow the New York City Food and Beverage Guidelines	
<p>Be sure to include these items:</p> <p> WATER – Serve tap water as a <u>free alternative</u> to purchasing bottled water.</p> <p> FRUIT/VEGETABLE – Choose at least one.</p>	<p>Follow these tips if you choose items with these symbols:</p> <p> If serving grains, choose at least one of these WHOLE-GRAIN options: brown rice; fresh corn tortilla; or whole-wheat wraps, bagels or pasta.</p> <p> Avoid high-calorie beverages and fried foods, or ask for a nonfried alternative as a substitute.</p> <p>Note: If serving yogurt or juice, follow the instructions shown in italics.</p>

BREAKFAST

YOGURT PARFAIT Choice of plain or strawberry low-fat yogurt served with granola and fruit preserves


✓ *Request plain low-fat yogurt*

ASSORTED MUFFINS WITH BUTTER AND JAM Choice of blueberry, banana and cornbread muffins


ASSORTED BAGELS WITH BUTTER AND JAM Choice of plain, everything, cinnamon raisin or whole-wheat bagels 

BREAKFAST EGG WRAPS Eggs, cheese, peppers and onions served on a regular or whole-wheat wrap 

BREAKFAST PLATTER Eggs any style served with white toast and roasted potatoes

FRUIT SALAD Sliced seasonal fruit 

SANDWICHES AND WRAPS

Served on choice of hero, panini bread, or regular or whole-wheat wrap 

GRILLED CHICKEN Grilled chicken breast, lettuce, tomato, cheddar and honey mustard

TUNA MELT Tuna salad, melted American cheese, lettuce and tomato

HAM AND CHEESE Ham, Swiss cheese, lettuce, tomato and mustard

ROAST BEEF Roast beef, cheddar, lettuce, tomato and mayonnaise


FRIED FISH Fried fish filet, lettuce, tomato and aioli sauce 


MEATBALL Meatballs, tomato sauce and melted mozzarella


VEGETABLE Marinated mushrooms, peppers, onions and zucchini

SALADS

CHICKEN CAESAR SALAD Grilled chicken breast, Romano cheese, lettuce, tomato, croutons and Caesar dressing

TACO SALAD Avocado, shredded cheese, lettuce, tomato, fried tortilla strips and lime dressing 


MIXED VEGETABLE SALAD Cucumber, carrots, bell peppers, lettuce, tomato and balsamic vinaigrette 


FRUIT SALAD Sliced seasonal fruit 

ENTREES

Served with choice of side

BAKED ZITI Pasta, tomato sauce, ricotta and mozzarella

CHICKEN PARMESAN Fried chicken cutlet, tomato sauce and mozzarella 

SOFT TACOS Choice of beef, chicken or vegetable served with salsa on a fresh corn tortilla 

VEGETABLE FAJITAS Sautéed mushrooms, peppers and onions served with flour tortillas

FRIED CHICKEN OR FISH 

ROAST CHICKEN

SIDES

White rice

Brown rice 

Black beans

Fresh corn tortillas 

Macaroni and cheese

Garlic bread

Steamed vegetables 

French fries 

BEVERAGES

Bottled water 

Fresh-squeezed orange juice
✓ Serve in 6-ounce cups

Lemonade 

Sweet tea 

Regular soda 











Diet soda

Coffee

Hot tea

SAMPLE MENUS

Examples of menus that meet the Guidelines

Breakfast	Cold Lunch	Hot Lunch
<ul style="list-style-type: none"> ❖ Whole-wheat and plain bagels served with butter and jam  ❖ Plain low-fat yogurt served with granola and fruit preserves ❖ Fruit salad  ❖ Coffee and tea ❖ Fresh-squeezed orange juice served in 6-ounce cups ❖ Bottled water or tap water  	<ul style="list-style-type: none"> ❖ Grilled chicken, vegetable and tuna melt wraps, served on whole-wheat wraps and cut in half portions  ❖ Mixed vegetable salad  ❖ Coffee and tea ❖ Bottled water or tap water  	<ul style="list-style-type: none"> ❖ Roast chicken ❖ Brown rice and black beans  ❖ Vegetable fajitas served with fresh corn tortillas  ❖ Steamed vegetables  ❖ Bottled water or tap water 

Are You Following the NYC Food Standards?

CHECKLIST FOR MENUS AT MEETINGS AND EVENTS

Organization Name: _____

Meeting/Event: _____

Date: _____

You are following the NYC Food Standards if all answers in unshaded boxes below are **“Yes”** or **“N/A.”**

WHAT WILL YOU SERVE?	DO YOUR CHOICES MEET THE STANDARDS?			
Beverages	Beverages			
	1. Will water be available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	2. If other beverages will be available, will they be low-calorie beverages (25 calories or less per 8 ounces)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	3. If milk will be available, will it be 1% or nonfat, unsweetened plain milk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	4. If juice will be available, will it be 100% fruit juice? <i>Recommendation: Serve 100% fruit juice in small cups.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Meals/Snacks	Fruits and Vegetables			
	5. Is a fruit or vegetable available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Sandwiches, Entrees and Sides			
	6. Have you removed doughnuts, pastries or sweet buns from the menu? <i>Recommendation: Cut breakfast breads (e.g., muffins and bagels) in half or quarter portions.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	7. If grains are available, is there a whole grain option (e.g., brown rice, whole-wheat bread or whole-wheat pasta)? <i>Recommendation: Cut sandwiches in half or serve them on small rolls</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	8. If yogurt is available, is it low-fat or nonfat, with fewer than 30 grams of sugar per 8 ounces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	9. Have you removed fried foods from the menu (e.g., potato chips, french fries, fried chicken or doughnuts)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Dessert			
	10. If desserts (e.g., cupcakes, cookies, brownies or pies) are available, are you only giving each person <u>one</u> portion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

From where did you purchase/order? _____

NYC Food and Beverage Guidelines

ACTION PLAN

Use the table below to create an action plan from the information collected in your pre-assessment. You may work on more than one goal at a time. Refer to the sample action plan on page 2 as a guide. Once complete, share a copy of your action plan with key staff and organization members who will be responsible for the timely completion of all activities. Revise or create a new action plan as needed.

Tips for creating your action plan:

- ✓ Create **S.M.A.R.T.** steps
 - **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic and **T**ime-bound
- ✓ Determine **who** will be responsible for each step and **when** each step should be completed
- ✓ Include these steps in your plan:
 - Train the appropriate staff and organization members on the policy
 - Communicate the new policy to your organization
 - Evaluate the impact of the policy

Goal: _____

	Action Plan Steps	By whom?	By when?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Sample Action Plan

Note: Action plan steps, people involved and dates will vary based on your organization.

Goal: All food and beverages served at meetings and events will be in compliance with the [NYC Food and Beverage Guidelines \(Guidelines\)](#).

	Action Plan Steps	By whom?	By when?
1.	Hold meetings with management and key staff responsible for planning, preparing and serving food to discuss adopting the Guidelines as an organizational policy.	Executive director or program directors and staff	2/17/2017
2.	Complete the NYC Food and Beverage Guidelines Pre-Assessment for Meetings and Events .	Staff responsible for preparing and serving food and beverages	2/24/2017
3.	Hold meetings with management and key staff responsible for planning, preparing and serving food to discuss the pre-assessment findings and plan policy implementation.	Executive director or program directors and staff responsible for preparing and serving food and beverages	3/10/2017
4.	Train staff using the NYC Food and Beverage Guidelines Training Manual for Meetings and Events .	Staff involved in the planning process	3/22/2017
5.	Distribute copies of the Guidelines and Implementation Manual for Healthier Meetings and Events to all staff responsible for planning, preparing and serving food at your organization's events.	Directors and staff	3/24/2017
6.	Include a written policy for adopting the Guidelines into your organization's current policies.	Directors and staff	3/24/2017
7.	Send an email to all staff announcing that your organization follows the Guidelines.	Directors	3/31/2017
8.	Post copies of the Guidelines in staff break rooms and on all building announcement boards.	Directors and staff	4/7/2017
9.	Document the process by taking photos of food and beverages served at different meetings and events.	Staff	8/21/2017
10.	Complete the NYC Food and Beverage Guidelines Post-Assessment for Meetings and Events .	Staff responsible for preparing and serving food and beverages	9/4/2017
11.	Hold meetings with management and key staff responsible for planning, preparing and serving food to discuss the pre- and post-assessment findings, review and acknowledge accomplishments, and plan next steps.	Executive director or program directors and staff responsible for preparing and serving food and beverages	9/22/2017
12.	Provide additional trainings as needed and schedule annual staff trainings on the Guidelines.	Staff involved in the planning process	10/13/2017
13.	Remind staff to use the food and beverage policy when planning holiday parties and events.	Executive director or program directors	11/3/2017