

Agency name: _____

Date (mm/dd/yy): _____ Start time: _____ End time: _____

Number of attendees: _____

Healthy Events Checklist

Here is a checklist to assist you in planning healthier events. Before you begin, ask yourself: “Is it necessary to offer food at this event?” If the answer is yes, aim to meet as many of the following efforts as possible.

- Water is offered.
- Fruits and vegetables are offered.
- Portion sizes are appropriate.
- Whole grain foods are offered.
- Voluntary or structured physical activity breaks are included.
- Safe food handling practices are followed.
- Special dietary needs or preferences are met.
- Healthier recipe ingredient substitutions have been made.
- Foods that are lower in fat, salt, and sugar are offered.

