

# Healthy By Design Event Planning Checklist & Resources

## What makes a quality Nutrition section?

- Food served at the event meets food safety requirements
- Portion sizes or serving sizes are controlled
- Foods and beverages available at the event are varied and nutrient-rich

## Frequently Asked Questions\*

### What are food safety requirements?

- Prevent potential contamination
- Wash raw vegetables and fruits
- Have means to keep cold items cold and warm items warm
- Keep food covered until it's time to serve
- Ensure food handlers wash hands thoroughly, wear gloves, and/or use serving utensils

### How can portion/serving sizes be controlled?

- Purchase smaller serving sizes (i.e. 1/2 sandwiches, 6 oz drinks)
- Divide larger portions (i.e. cut muffins in quarters, bagels in halves)
- Discuss food arrangements with vendor in advance

### What are preferred menu items?

- Whole grains
- Vegetables
- Fruits
- Lower-fat dairy products
- Water

### Need more resources?

- Montana Rule for Food Service Establishments (ARM 37.110.2): <http://www.dphhs.mt.gov/publichealth/montanafoodstar/documents/MontanaFoodServiceRules.pdf>.
- Portion/Serving Sizes: <http://www.webmd.com/diet/printable/portion-control-size-guide>.
- Varied & Nutrient-rich Food/Beverages: <http://www.choosemyplate.gov/food-groups/>.



\*Note: These are examples to help guide event planners, lists are not comprehensive.