



Healthy Eating at Events Planning Checklist

Name of Meeting /
Event / Conference

Date

Time

Number of Guests

Number of Guests with
Special Dietary Needs

Location/Venue

Food Source / Vendor:

Venue's Food Provider

External / Catered

External / Pick Up

Food Vendor Name

Contact Person

Vendor Phone Number

Price Estimate

Confirmation Date

Delivery Day / Time / Location

Pick Up Location
(if Pick Up)

Pick Up Date

Pick Up Time

Additional Notes

Before Contacting a Food Vendor

- Review the Rhode Island *Healthy Eating at Events Policy*.
- Ask guests about potential food allergies and dietary restrictions.
- Build at least 15 minutes of physical activity for every 3 hours of meeting time into the agenda.
- Make sure you can keep all hot foods hot and cold foods cold in the meeting/serving space.

Criteria for Choosing a Food Vendor

- Compliance with Rhode Island *Healthy Eating at Events Policy*.
- Accommodates all dietary restrictions, preferences, and/or allergies.
- Provides locally grown and harvested food options when possible.
- Displays nutrition facts and portion sizes for all menu items.
- Provides all necessary services such as linens, utensils, etc.
- Accommodates food storage needs such as chafing dishes, refrigeration.

Criteria for Confirming the Menu

- All food is in line with the Rhode Island *Healthy Eating at Events Policy*.