



HEALTHIER WORKPLACES | A HEALTHIER WORLD

Food and Beverage Guidelines for Local Section Meetings

Suggested general ordering guidelines are:

- a. Breads 1.5 pieces per person (ask to have slices cut in half)
- b. Coffee 100% (60% Regular; 30% Decaf; 10% Tea)
** You can expect to get 16 servings of coffee from one gallon (thus order 1 gallon per 16 people to provide 1 cupper person).*
- c. Juice 75-85% (1 qt. = 8 glasses)
- d. Fruit 45-50%
- e. Yogurt 30%
- f. Cereal 30-50%
- g. Hot Sandwiches/Bkfst 75% - 90%
- h. Dry Snacks 1 oz. per person (16 oz. per lb.)
- i. Dip 1 qt. (or 2 pints) of dip for every lb. of chips
- j. Anchor Foods 1/3 of attendees
- k. Action Station 1/3 - 1/2 of attendees
- l. Hors d'oeuvres (hot) 1 of each for all attendees
- m. Hors d'oeuvres 2/3 hot items and 1/3 cold items
- n. Dessert and Coffee 1/3 - 1/2 of all attendees