



County of San Diego

Live Well San Diego Food System Initiative

Meet Well Event Planning Tool

The County of San Diego (County) initiated the *Live Well San Diego* Food System Initiative (Food System Initiative) in December 2016 at the direction of the San Diego County Board of Supervisors in an effort to improve the regional food system. In support of the County's *Live Well San Diego* vision, the Food System Initiative seeks to expand the role of the County in advancing a safe, healthy, and robust food system. To align County practices with this vision and lead by example in creating healthy and sustainable food environments, the County developed the *Eat Well Practices*, a guide for expanding healthy and sustainable food and beverage options offered by the County, including in meetings/events. The *Eat Well Practices* include the *Meet Well Pledge*, a voluntary tool that was developed to offer guidance on creating healthy meeting practices that support the County's commitment to *Live Well San Diego* and can be tailored to reflect each department or group's interests and needs.

This *Meet Well* Event Planning Tool is designed to support those who want to take the components of the *Meet Well Pledge* to plan healthy and environmentally-friendly events that align with the *Live Well San Diego* vision and the *Eat Well Practices*. **Use this tool as your guide in planning a *Meet Well* event!**

Healthy Foods and Beverages

NOTE: Food safety is an integral part of every event. To prevent foodborne illnesses, wash hands before handling foods, provide lids and covers for open food, serve food with clean utensils, and retain cold temperature (ice) for cold items and hot temperature for hot items. Consume or properly store all food items within two hours of removal from refrigeration or heat; discard after four hours. To minimize food loss, please take all preparations and precautions to serve only what will be eaten.

- Provide access to free, clean tap or filtered water.
- Offer healthy beverages (e.g., water, seltzer water, spa water, unsweetened tea and coffee, and/or fat-free and low-fat milk).
- Primarily serve unprocessed/minimally processed foods (e.g., fresh fruits and vegetables) or freshly prepared foods made from these ingredients (e.g., items made from scratch).
- If grain products are served, $\geq 50\%$ of grain products (e.g., bread) should be whole grain rich (i.e., whole grain is the first ingredient or more than half of grain content).
- Offer at least one vegetarian option as a snack or entrée.
- If desserts are offered, serve options low in fat and added sugars (e.g., fruit) instead of desserts high in fat and added sugars.
- If condiments and dressings are offered, offer them on the side.
- Serve only reasonable portion sizes or small portions, especially when high calorie foods are served.
- Use only small plates, bowls, and serving utensils.
- Place healthier foods and beverages in prominent positions, and strive to ensure that healthier options are attractively presented, appealing, and taste good.
- Serve condiments in bulk containers rather than single serving packages to reduce packaging waste.



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Green and Zero Waste

NOTE: Board Policy B-67 Recycled Products Procurement guides the County in making an effort to reduce paper waste. Strategies that can help adhere to Board Policy B-67 include:

- Limit paper handouts (i.e., distribute electronic files in advance of the meeting and display on a screen).
- If paper handouts are provided, consider double-siding on a minimum of 30% recycled- content paper.
- Make recycling bins available with clear signage.

Additional suggestions for green and zero waste meetings include:

- Purchase local foods.ⁱ
- Purchase sustainable foods.ⁱⁱ
- Encourage attendees to bring their own reusable serviceware (e.g., plates, cups, and bowls) and silverware.
- Host a Styrofoam free meeting/event.
- Take an accurate RSVP count to reduce food waste.
- Serve only finger food to eliminate the need for packaging or silverware.
- Serve food buffet style to eliminate the need for boxes, bags, and individually wrapped foods.
- Provide only reusable serviceware (e.g., plates, cups, bowls, glasses, and mugs).
- Provide only reusable silverware (e.g., utensils).
- Have a plan to donate or giveaway leftover food, if needed. (See the [Too Good To Waste Form.](#))
- Serve water and/or other beverages from bulk containers rather than in single-use disposable bottles.
- Have recycling and waste bins clearly labeled with pictures or descriptions of what items go into each receptacle.
- Have composting bins clearly labeled with pictures or descriptions of the items that go into the receptacles.
- Locate the meeting/event near public transportation.
- Promote the use of public transportation or carpooling.
- Include virtual meeting options to join via phone or computer (e.g., call in or webex).

Miscellaneous

Other possible strategies to implement to foster a healthy and sustainable environment include:

- If hosting a meeting longer than 90 minutes, provide a physical activity break (e.g., stretching and standing up).
- Provide a smoke-free environment at your meeting/event.ⁱⁱⁱ
- Provide a designated, clean, secure, and comfortable lactation accommodation at your meeting/event.
- Add *Meet Well* to the agenda to discuss what aspects of the event are *Meet Well*.



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- Spread the word about the *Meet Well Pledge* and encourage your team to adopt one for future meetings.

Thank you for hosting a *Meet Well* event! Please see the following pages to tell us about your event!

ⁱ The County of San Diego has adopted Community Health Improvement Partners' "local" food definition, which is as follows:

- San Diego County: Grown/raised within San Diego County.
- Regional: Grown/raised within 250 miles of the San Diego County boundary within California.
- California: Grown/raised within California.

ⁱⁱ The County of San Diego has adopted Health Care Without Harm's "sustainable" food definition which includes products that carry at least one of the following certifications or label claims or that meet the definition of "local":

- USDA Certified Organic; Food Alliance Certified, Non GMO Project Verified, American Grassfed certified, Global Animal Partnership, Certified Humane Raised and Handled, Animal Welfare Approved, Salmon Safe, Certified Responsible Antibiotic Use, Marine Stewardship Council, Monterey Bay Aquarium, Seafood Watch Best Choice List, Gulf of Maine Responsibly Harvested, Rainforest Alliance Certified, Protected Harvest, Fair Trade Certified, or Bird Friendly.

ⁱⁱⁱ All smoking, as defined by the State of California, including but not limited to tobacco products and the use of electronic smoking devices, is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the establishment property. "Smoke-free" refers to an environment that is free of smoke from, among other things, tobacco products and/or aerosol and vapor from electronic smoking devices. Specifically, smoking is prohibited in offices, all enclosed buildings and facilities, in covered walkways, in establishment vehicles, during indoor or outdoor events, during other establishment sponsored or designated indoor or outdoor events and in outdoor areas designated by signage as "smoking prohibited" areas.



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Optional Feedback Form

General Information

Please tell us some information about your event.

1. Contact information for the lead planner for your event

Name _____
 Title _____
 County Agency _____
 Phone _____
 Email _____

2. What is the name of your event?

3. What agency(ies) or department(s) are sponsoring the event?

4. Are members of the public invited to your event?

- Yes
 No

5. Is this a reoccurring event?

- Yes
 No

- a. If reoccurring, how often does the event take place?

6. What is the date of your event? (Please use month/date/year format. If reoccurring, please use date of the first event.)

7. How many attendees do you anticipate? (For reoccurring meetings/events, please write average number of attendees.)

8. How did you hear about *Meet Well*?

- Colleague
 Food Systems Initiative web page
 Eat Well Practices web page



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Optional Feedback Form

- Employee Wellness Program
- InSite
- Presentation
- Lunch and Learn
- Email
- Other (Please describe) _____

9. Tell us about how you made your event *Meet Well*.

Thank you for hosting a *Meet Well* event! Scan and email this filled out tool, and include pictures, so we can celebrate your successes!