

HEALTHY CATERING CHECKLIST



VACCHO.ORG.AU/NUTRITION

WORKING WITH CATERERS

Before the event

- Choose a caterer
- Check that your caterer knows about your organisation's healthy catering guidelines
- Give your caterer enough notice

Place your order

- Follow your catering order procedure
- Confirm number of people to cater for
- Check special dietary requirements
- Order some vegetarian options
- Confirm delivery time and address

After the event

- Give your caterer feedback
- Keep the caterer's trays and serving utensils in a safe place for the caterer to collect after the event (if relevant)

WORKING WITH VENUES AND CONFERENCE CENTERS

- Ask about catering and let them know what your healthy catering guidelines are
- Make sure that water (preferably tap) is always available
- Request that fresh fruit is available
- Request some vegetarian options
- Let the venue know of special dietary requirements
- Ask for there to be no sugary drinks (e.g. soft drinks, cordial, fruit drinks, sports drinks, energy drinks)
- Ask the venue to replace lollies and sugary mints that may be put on tables with healthier alternatives

SELF-CATERED EVENTS

- Refer to your organisation's healthy catering guidelines and resources. You can find resources at www.vaccho.org.au/nutrition.
- Provide water (preferably tap)
- Offer reduced fat milk as an option with tea and coffee
- Offer fruit (e.g. bowl of fresh fruit or fruit platter)
- Check special dietary requirements
- Provide some vegetarian options
- For longer events, provide fresh fruit or plain popcorn instead of lollies or sugary mints for snacks

THINGS TO THINK ABOUT FOR BIG EVENTS

- Consider having a portable water refill station for people to refill water bottles
- Have signage to let people know where they can get water
- Promote your event as being sugary drinks free (don't sell or give away soft drinks, cordial, fruit drinks, sports drinks or energy drinks)
- Discuss with food vendors what healthy food you want to have available
- See if a local grocer can supply fresh fruit (donated or discounted)

FOOD SAFETY

- Clean hands, surfaces and utensils
- Prepare meat and vegies using different chopping boards
- Keep cooked and raw foods separate
- Put leftovers in the fridge

TEMPERATURE 'DANGER ZONE' 5°C - 60°C

If foods are left within the temperature danger zone for:

- Less than 2 hours – REFRIGERATE IMMEDIATELY
- Between 2 and 4 hours – USE IMMEDIATELY
- More than 4 hours – THROW OUT