

Guide for Ordering Special Events, Receptions

This guide is designed to help you make choices that are healthy and delicious when ordering food for a meeting or other work event.

Decide whom you want to call to order the food. It may be a restaurant, caterer or grocery store deli.

After you decide whom to call, start by telling them you are ordering a catered event. Ask if they can provide "healthy" choices.

*** Tennessee state employees should review the Department of Finance and Administration policy regarding cost of food. Please refer to Section 37 of the [Comprehensive Travel Regulations](#) for a schedule of allowable food costs.

*** Keep a list of places that will provide healthy meals for future reference.



Grocery Store Options: If you'd rather create the menu, here are some options to purchase at the grocery store.

- Lean lunch meat and/or cheese tray with whole grain bread or low-fat crackers
- Veggie tray with low-fat/fat-free dip
- Fruit tray with low-fat/low-sugar dip
- Fresh fruit, assorted



Tell them you can email our guidelines

or

Tell them you want to order from this guide:

Order This:	Not These:
Fruits Cut-up fresh fruits served with low-fat yogurt dip	Fruit tarts, pies, cobblers
Vegetables Fresh vegetables, cut up and served with low-fat dressing or low-fat dip or salsa Vegetable sushi rolls	Fried vegetables
Grains Assortment of whole wheat reduced-fat crackers and breads, nuts (roasted)	Regular crackers and breads
Meats Thin slices of chicken, turkey or beef Miniature meatballs made with lean meat	Fried chicken, chicken salad, bologna, pastrami, salami, pepperoni, hot dogs
Cheese Small cubes or slices of low-fat cheese	Regular cheese
Chips and dips Baked or low-fat chips, pretzels, dips made of salsa, fat-free cream cheese or fat-free sour cream, hummus or low-fat salad dressings, low-fat or whole grain crackers	Regular (fried) chips, dips made from regular mayonnaise, sour cream, cream cheese or cheese sauce
Desserts Small slices of cake or brownie (2 in. square) or mini cookies	Large slices of cake, large cookies or brownies
Beverages Water, coffee, unsweetened tea, 100% fruit or vegetable juice (in 4 to 6 oz. portions) Milk should be skim or 1% or 2% reduced fat Diet drinks, i.e. diet sodas, sugar-free lemonade, sugar-free drink mix	Soft drinks or sweet tea