

Good Food in Greenwich Guidelines for Booking Catering for Meetings and Events

This guidance is designed to support organisations choosing a caterer and/or menu when providing food and drinks for meetings and events. It enables organisations and individuals to comply with the Good Food in Greenwich Charter. For more information [visit the Good Food in Greenwich website](#).

The Guidelines follow the basic principles of healthy eating, as illustrated in [the Eatwell Guide](#).

The Africa & Caribbean and South Asian versions of the Eatwell Guide are provided at the end of this document. You can also find the Africa & Caribbean Eatwell Guide on [the Diverse Nutrition Association website](#), and the South Asian Eatwell Guide on [dietician Fareeha Jay's website](#).

Firstly, consider the size of your event and your budget. This will help determine the type of catering you need to provide. If the event is small you may be able to organise the food yourself. For larger events you will need a caterer to prepare the food. If your budget is limited there are ways to save money e.g. order sandwiches from a caterer but bring fruit purchased from a shop or market. Either way, the following guidance will help ensure the food on offer fits with Eatwell guidelines.

1. Tea and Coffee Breaks

If biscuits are provided, ensure that a healthy alternative such as a fresh fruit platter is also available. Plain biscuits are recommended as a lower-sugar and fat alternative to chocolate varieties.

Consider having fresh fruit **instead** of biscuits.

Order Fair Trade tea, coffee and sugar where possible and ensure water is available as an alternative.

Use skimmed or semi-skimmed milk and offer a low-calorie sugar substitute.

Ask for milk in jugs rather than plastic capsules.

2. Breakfast

Baked breakfast goods such as croissants and other patisserie items are high in fat and sugar. Healthier alternatives include wholemeal and seeded bread rolls, bagels, scones and fruit breads. Butter and condiments can be served on the side to allow choice.

Breakfast cereals can be high in sugar. Avoid sugar-coated or frosted cereals. Healthier options include wholegrain and oat-based cereals. Add sweetness to

cereals with dried or fresh fruits instead of sugar or other sweeteners such as honey.

A fresh fruit platter with low-fat natural yoghurt is a lighter, healthy breakfast option.

3. Sandwich Lunch

Although they can be a healthy option, sandwiches can also contain a large amount of fat. Butter, spread and mayonnaise are high-fat ingredients often used in sandwich fillings that contribute to this. When ordering sandwiches, request no added or minimal use of butter, spreads and mayonnaise. Ensure most sandwich fillings are made without mayonnaise.

Healthier options to consider are wholemeal or multi-grain bread, pitta bread or wraps. These should be prepared and served with plenty of salad, vegetables and fruit.

Fresh fruit should be provided along with sandwiches.

Example healthier sandwich fillings:

- egg with salad
- grated carrot with raisin and walnuts
- cheese and celery
- brie and grape
- hummus with salad
- Roast vegetables and hummus
- Free-range chicken with salad
- Sustainably sourced tinned fish e.g. mackerel with yoghurt dressing and salad

4. Buffet Lunch

These tend to include a lot of deep-fried food and pastry dishes that contribute to a high fat intake, e.g. samosas, spring rolls and quiche.

Examples of healthier options are shown below:

- Salads with either pasta, couscous, bulgar wheat, noodles or rice
- Halloumi salad
- Green or mixed salad
- Vegetable kebabs
- Steamed or char-grilled chicken with dipping sauce
- Frittata
- Wholemeal pitta pockets with hummus and roasted vegetables
- Selection of wraps filled with steamed or grilled chicken, fish, cheese and/or salad and vegetables
- Low-fat tzatziki or other dips with vegetable crudities
- Fresh fruit platter

A bread basket could be included, giving people the option of having butter or not.

Selecting a Caterer

When approaching a caterer follow these steps:

1. Aim to choose a local caterer and ideally one who has signed up to [the Good Food in Greenwich Charter](#) – if they haven't signed up to the charter, ask them if they would consider doing so.
2. Ask if they pay the London Living Wage.
3. Ask for a sample menu when they provide their quotation.
4. Check the menu is in line with the Eatwell Guide – use the checklist below to help you.
5. If you are unable to answer yes to these essential criteria you should discuss the changes required with the caterer.
6. If they are unable to make these changes an alternative caterer should be sought.

Healthy Eating Menu Checklist:

The menu includes plenty of fruit and vegetables e.g. as part of sandwich fillings, salads, crudités. A fresh fruit platter should be available at tea breaks as well as with lunch.	YES/NO
High-fibre starchy foods are used. For example, wholemeal bread, pasta, rice.	YES/NO
The fat content of the menu is kept to a minimum by limiting the following: mayonnaise and butter/spread in sandwich fillings; deep-fried foods such as samosas, spring rolls, crisps and chips; cake/biscuits/pastries.	YES/NO
Sugary foods such a biscuits and cake are kept to a minimum. If they are on the menu a healthy alternative such as fresh fruit is available.	YES/NO
The caterer has ensured that salt content is reduced (you will need to raise this as a specific question for the caterer).	YES/NO
There is a fish option on the menu	YES/NO
There are vegetarian and vegan options (you could consider a completely plant-based menu as a healthy and sustainable gold-standard)	YES/NO

Additional Good Food in Greenwich Criteria:

In addition to these essential criteria there are several other important considerations. Wherever possible try to identify a caterer who can meet these additional criteria:

- Have a food hygiene rating of at least 4
- Has signed the Good Food in Greenwich Charter
- Pays London Living Wage
- Offers seasonal produce and menus
- Fair Trade tea and coffee
- Free range chicken & eggs
- Marine Stewardship Council certified fish
- Local produce/suppliers
- Paper plates, plastic cups made from recycled and/or recyclable materials

African & Caribbean Eatwell Guide

Check the label on packaged foods

Each serving (150g) contains

Energy	Fat	Saturated	Sugar	Salt
1000kcal	3.0g	1.2g	24g	0.9g
200kcal	LOW	LOW	HIGH	MED
13%	4%	7%	38%	15%

of an adult's reference intake
Typical values (as sold) per 100g: 697kJ/ 167kcal

Choose foods lower in fat, salt and sugars

Use this Eatwell Guide to help you understand some cultural foods and help get a better balance of healthier and more sustainable food. It shows how much of what you eat overall should come from each food group.



Water, lower fat milk, sugar-free drinks including tea and coffee all count.

Limit fruit juice and/or smoothies to a total of 150ml a day.

Eat at least 5 portions of a variety of fruit and vegetables every day

Choose a wholegrain or higher fibre versions with less added fat, salt and sugar

Choose unsaturated oils and use in small amounts

Choose lower fat and lower sugar options

Patties/Meat Pies

Malt beverages

Fried doughs (puff puff, dumpling, festival, pholourie)

Eat less often and in small amounts



THE DIVERSE NUTRITION ASSOCIATION
Melissa Saint Hill, Amaeze Madukah & Ashleigh Simpson

Source: Public Health England in association with the Welsh Government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

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The South Asian Eatwell Guide

Use the Eatwell Guide to help you get a balance of healthier and more sustainable food. It shows how much of what you eat overall should come from each food group.

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