



# Meet Smart: Putting Health on the Agenda! Checklist for Administrative Assistants

Meeting/Event
Date/Time
Location
Contact

**Participants**

- Have contact information
- Notified about meeting/event *To Do by:* \_\_\_\_\_
- Sent reminder, if necessary *To Do by:* \_\_\_\_\_

**Location**

- Smoke-free and fragrance-free
- Accessible
- Recycle bins available

**Meeting Materials**

- Agenda circulated
  - Background materials circulated *(If copied, on doublesided paper)*
  - Materials to circulate:
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**Equipment**

- Speaker phone
  - Laptop/LCD projector
  - Audio/visual (flip chart, markers etc.)
  - Other (power cords etc.)
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**Food**

- Checked with participants re: allergies, special diets or vegetarian options
  - Ordered food from licensed caterer
- Contact: \_\_\_\_\_
- Tel: \_\_\_\_\_
- Asked for food to be delivered just prior to serving time
  - Asked for locally produced foods and beverages whenever possible
  - Ordered foods from a variety of food groups including:
    - two** food groups for snacks
    - three** food groups for meals
 (vegetables and fruits — grain products — milk and alternatives — meat and alternatives)

**Waste Watch**

- Recyclable name tags
  - Reusable utensils and dishes, if possible
- For more information, visit the Meet Smart: Putting Health on the Agenda! website at:

***www.gov.pe.ca/healthymeetings***

**ADDITIONAL NOTES**

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See the brochure or website for beverage, breakfast, snack, sandwich and hot meal suggestions.