

Assessing Your Meeting

Asking your meeting attendees to evaluate and assess the meeting will help to gauge the success of your healthy meeting. This evaluation will also allow you to see which components of the healthy meeting may need adjustments and which aspects will still take time to garner acceptance. Feel free to use all of this evaluation or modify it to be included in any additional meeting evaluations you use.

Nutrition

Did this meeting provide enough healthy food options?

- Yes, there were many healthy food options
- Yes, there were some healthy food options
- No, there were few healthy food options
- I do not know/I am not sure or I do not have an opinion

Additional comments/suggestions: _____

Did you enjoy the food provided at this meeting?

- Yes, I enjoyed the food
- I somewhat enjoyed the food
- No, I did not enjoy the food
- I did not have any of the food provided

If yes, what did you enjoy about the food? If no, what would you have changed about the food?: _____

What was your favorite food item served at this meeting?

What was your least favorite food item served at this meeting?

Did you enjoy the beverages offered at this meeting?

- Yes, I enjoyed the beverages
- I somewhat enjoyed the beverages
- No, I did not enjoy the beverages
- I did not have any of the beverages provided

If yes, what did you enjoy about the beverages? If no, what did you have changed about the beverages?: _____



Breaks/Activities

Did you have any breaks during the meeting?

- Yes, there was a break during the meeting
- No, no break was offered during the meeting

If there was no break provided, would you have wanted a break?: _____

Were you encouraged to do any stretches or engage in physical activity during the break?

- Yes, there was a programmed stretch/physical activity during the break
- Yes, we were encouraged to stretch or be physically active on our own during the break
- No, there was no suggestion for stretching/physical activity during the break

If yes, did the encouragement help you be more physically active during the break? If no, would you have participated in a group stretch/physical activity had it been offered?: _____



How long was your break?

- 5-10 minutes
- 10-20 minutes
- 30 minutes or lunch break
- 30+ minutes

Did you feel like you had adequate time for your break? Why or why not?: _____

Do you have any other suggestions or comments about the breaks and activities during this meeting?: _____

Sustainability

Were separate containers provided for recycling, composting, and/or landfill disposal?

- Yes, all three bins were provided
- Yes, at least one recycling OR composting bin was provided (in addition to regular trash bins)
- No, only regular trash bins were provided

Which of these sustainable options were offered at this meeting?

- Bulk water was provided instead of individual plastic water bottles
- Recycling/composting was suggested or encouraged
- Reusable or recyclable/compostable utensils and plates were offered
- There were minimal paper handouts given at the meeting (e.g. agenda was sent electronically, screen projections, etc.)
- Other sustainable options were provided, such as: _____

General

What other suggestions do you have to make meetings healthier?: _____