

BRONZE: Meet all criteria and commit to silver within 18 months	SILVER: Meet all bronze AND silver criteria and commit to working towards gold	GOLD: Meet at least 10 food criteria, 3 workplace criteria and take 5 actions (to be negotiated) to promote physical activity/reduce sedentary behaviour
<b>GENERAL</b>		
Promote all of your work as a Healthy Venue Champion to event planners		
Commit to a healthy ethos, striving to go above and beyond the requirements specified in the criteria and continually seek to improve your activities		
Actively seek to evaluate your actions using customer feedback forms		
Actively seek to evaluate your actions		
<b>CRITERIA FOR HEALTHY CATERING</b>		
<b>1. Establishing catering guidelines</b>		
Rationale: Following a set of guidelines helps to underpin the catering work that you do		
A1.1 Establish catering practices that support national dietary guidelines	B1.1 Establish catering practices that adhere to national dietary guidelines	C1.1 Establish catering practices that adhere to national dietary guidelines
<b>2. Cooking, preparation and recipe formulation</b>		
Rationale: All foods can be made healthier by making small changes to cooking methods and ingredients used		
A2.1 Adopt cooking practices that reduce the amount of salt in food	B2.1 Ensure that no more than 25% of meat-based menu items use processed meat	C2.1 Avoid using processed meat products
A2.2 Adopt cooking practices that reduce the amount of added sugar in food	B2.2 Ensure that at least half of the vegetarian options on each menu are made without cheese or dairy	C2.2 Offer smaller portions of desserts, biscuits and snacks as standard on menus
A2.3 Adopt cooking practices that reduce the amount of saturated fat in food	B2.3 Provide the option for smaller portions of desserts, biscuits and snacks to be made available	C2.3 Half of starchy carbohydrates in their wholegrain/ wholemeal form (75% of bread)
A2.4 Ensure that at least half of all bread served is wholemeal/wholegrain		
<b>3. Providing healthier food choices and default options</b>		
Rationale: To increase the likelihood that event planners choose healthier options you can increase the selection of healthier products available and alter the default		
A3.1 Ensure that at least 25% of menu items on offer are 'healthier'	B3.1 Ensure that at least 50% of menu items on offer are 'healthier'	C3.1 At least 75% of menu items should be healthier
A3.2 Always offer a choice of low-sugar or no-sugar drinks where drinks are served	B3.2 Ensure that at least 50% of all drinks on offer are low-sugar or no-sugar	C3.2 Provide small plates used in buffet lines
A3.3 Provide free drinking water on site	B3.3 Ensure that healthy options are available at the equivalent price of less healthy options	C3.3 Lunch boxes should have fruit as default dessert option
A3.4 Make salt cellars or sachets available by request only as standard practice	B3.4 Provide the option for any starchy carbohydrates to be replaced with their wholegrain form	C3.4 Provide portions of fruit, vegetables or salad with all set menus
A3.5 Always provide a low sugar / low fat option when dairy is served	B3.5 Position salad and vegetables first in buffet lines as standard	
	B3.6 Provide dressings and condiments separately to the dishes	
	B3.7 List healthy options before less healthy options on menus	
	B3.8 Make low sugar / low fat dairy the default option	
	B3.9 Include at least one vegetable or salad side dish with all set menus	
	B3.10 Offer small serving sizes and/or low-alcohol options when alcohol is served	
<b>4. Raising awareness and labelling</b>		
Rationale: Understanding why choosing healthier options is better for delegates. Providing labelling aids delegate and event planner choice when seeking healthier options		
A4.1 Promote healthy eating alongside catering information given to event planners	B4.1 Signpost healthier items on menus	C4.1 Signpost healthier items in canteens, cafes
	B4.2 Signpost healthier items available in buffet lines	C4.2 Have nutritional information available for all menu items, available on request.
	B4.3 Actively promote your healthy menus/options	C4.3: Provide calorie (and fat, sugar, salt content) information of food served in buffet lines
		C4.4: Establish an awareness program based around food facts and healthy options
<b>5. Marketing, promotions and sponsorship</b>		
Rationale: Promotions and marketing techniques can shift people's behaviour. Ensuring that marketing and promotion is kept for healthy options can improve choices		
A5.1 Provide event planners with the option to request removal of certain 'unhealthy' products from catering specifically for their event	B5.1 Provide water and fruit as default items in meal deals or lunch boxes available at onsite canteens, cafes and restaurants	C5.1 Provide conference organisers with an option to request that there is no promotional marketing of unhealthy food
A5.2 Provide only "standard" size packs of confectionery and snack items (when sold on site)	B5.2 Always offer a healthier option to planners which is the same (or lower) price as the alternative	C5.2 Avoid sponsorship deals with multinational food & beverage manufacturers
	B5.3 Ensure that promotions include a minimum of 50% healthier items	C5.3 Do not undertake promotional marketing of unhealthy food or food brands anywhere on site
<b>6. Vending</b>		
Rationale: Vending machines are typically full of snacks which are high in fat, sugar, and salt. Addition of healthier options can improve diet		
A6.1 Work with vending machine providers to ensure that at least 25% of products available are healthier	B6.1 Work with vending machine providers to ensure that at least 50% of products available are healthier	C6.1 Work with vending machine providers to ensure that at least 75% of products available are healthier

CRITERIA FOR PROMOTING PHYSICAL ACTIVITY AND REDUCING SEDENTARY BEHAVIOUR		
<b>7. Active travel</b>		
Rationale: Active travel is a good way to incorporate some activity into daily routines and also reduces the need for cars		
A7.1 Promote active travel to and from your venue	B7.1 Provide ample and secure bike racks at the venue	C7.1 Provide calorie (KJ and Kcal) information on maps provided
<b>8. Reducing sedentary behaviour</b>		
Rationale: Conferences often involve prolonged periods of sedentary behaviours. Simple steps can be taken to break up these periods of inactivity		
A8.1 Provide clear walking directions within the venue	B8.1: Provide signage promoting the benefits of reducing sedentary behaviour	C8.1 Provide shower and/or changing facilities for use by delegates
A8.2 Offer facilities conducive for standing conferences and meetings	B8.2 Provide signage promoting standing applause, hourly stretching breaks and standing space in meeting rooms	C8.2 Negotiate access to bike hire for delegates
A8.3: Offer facilities for walking receptions	B8.3 Provide clear signage for stairs and promote their use	
A8.4: Make space available for organisers to hold fitness and relaxation sessions	B8.4 Promote outside areas for guests to take breaks	
<b>9. Promoting physical activity in the local area</b>		
Rationale: Attending conferences, particularly multi-day conferences, make it difficult to stick to normal activity routines. Venues can promote alternative options to support delegates but also to promote the local area		
A9.1 Promote community recreation facilities	B9.1 Promote the location of community recreation facilities	C9.1 Negotiate free, or reduced price, access to local fitness facilities
	B9.2 Provide route maps for running/jogging/walking	C9.2 Provide city walking tours for delegates
		C9.3 Develop an App available to promote activity around the town
		C9.4 Work with the local community to provide activity opportunities for delegates
<b>10. Promoting healthier meetings</b>		
Rationale: Meetings often involve long periods of sitting and limited opportunities for activity. Promoting healthier meetings can help shift this pattern		
A10.1 Promote active meetings to event planners	B10.1 Work with event planners to include physical activity as part of their program	C10.1 Provide a stretching toolkit to event planners
	B10.2 Offer the event planners the option to shut down escalators or elevators between specific times	C10.2 Provide forms to delegates to track their minutes of physical activity
<b>11. Sponsorship</b>		
Rationale: Seeking sponsorship deals with corporations that promote activity can be a positive way to help you provide better services and facilities to promote healthier conferences and meetings		
		C11.1 Explore sponsorship opportunities from exercise equipment manufacturers and have them available on site for delegates to try out
<b>CRITERIA FOR WORKPLACE HEALTH</b>		
<b>12. Employee health &amp; wellness</b>		
Rationale: Promoting good health amongst staff can improve their health, wellbeing and productivity which in turn can help you deliver a better service		
A12.1 Implement a written policy to promote physical activity and healthy eating in the workplace	B12.1 Arrange health and wellness days for staff to promote the benefits of healthy eating and physical activity	C12.1 Hold health and wellness days and events for staff and contractors
	B12.2 Encourage staff to take regular active breaks	C12.2 Offer staff health insurance
		C12.3. Provide staff with gym passes or discounts for fitness activities
		C12.4 Provide travel loans to staff
		C12.5 Provide staff with pedometers
		C12.6 Take part in corporate fitness events
		C12.7 Provide staff discounts for healthy food options on site
		C12.8 Offer flexible lunch breaks
		C12.9 Provide shower/changing facilities for staff
		C12.10 Cooking classes for staff
	<b>13. Other</b>	