ACTIVITY SUGGESTIONS

Promotion	u Community newsletters			
☐ I have distributed National Women's Health & Fitness Day SM posters to local sites where women may see them:	 Bulletins and newsletters of local religious organizations 			
sites where women may see them: Health Clubs	Local Support			
 □ Community Centers □ Restaurants □ Shopping Malls 	Contact local businesses, especially those whose clients focus on women, to contribute to or help underwrite the event			
☐ Grocery Stores ☐ Libraries	☐ Request support from the local health- care organizations listed below for pre- event exams and/or event screenings:			
Houses of Worship	Hospitals			
□ Senior Centers	Paramedics (fire station)			
☐ Yoga Studios	□ Physicians/Nurses			
□ Hair Salons	Geriatric Specialists/Home Health Agencies			
Social Media	□ Nursing Homes			
☐ Get accounts up and running☐ Connect with us on Facebook and Twitter (visit fitnessday.com)	Managed Care Organizations (HMOs, etc.)			
☐ Create a social media plan for the event	☐ Restaurants, Health Food Stores			
☐ Choose staff to handle social media for event	Participant Registration ☐ Prepare registration and have them reviewed by administrators or legal staff as needed			
☐ Share content and photos				
Publicity	□ Registration card			
☐ Contact local media for submission deadlines	☐ Event release and waiver of claims and release to use photos and video			
☐ Prepare and send press materials	1			
☐ Invite photographers and reporters from the following media to cover event:				
 Daily and community newspapers 				
□ Local radio and television stations				

Event Checklist continued			lacktriangledown Set up adequate chairs for various activities		
Eν	ent Location		Pick out music and set up sound system		
	Prepare for possible weather problems		Assign someone to take photos and/or videotape the event		
	Secure an alternate place or date for outdoor activities		Order incentive items, certificates and prizes		
	Prepare a sunscreen station for outdoor events		Make sufficient copies of the <i>Women's</i> Health Pages and other materials to be		
	Set up sufficient water/rest stations/ restroom facilities		distributed to participants		
	Set up activities and have the needed	Sa	afety Notes		
	supplies on hand		Remind participants to dress		
	Determine staffing/volunteering needs		comfortably and sensibly		
	and recruit		Encourage participants to consult		
			their physicians before beginning any exercise program		
	ontact guest speakers repare a map identifying activities, boths, first aid, food services, Theorem a hericoura their phy any exer	Review participation guidelines in this manual			
	Evaluate electrical/power needs (e.g. outlets, power sources, extension cords, etc.)		Review liability issues, insurance coverage, and safety considerations		
	Set up tables or booths for screening stations and/or health fair				

Use this chart for key event contacts

NAME	PHONE	ORGANIZATION	TOPIC	FOLLOW-UP REQUIRED