

## Serve Up a Healthier You - Wellness Activity Planning Worksheet

**Instructions:** Complete this worksheet to plan your employee wellness activity.

Objective: \_\_\_\_\_

Activity: \_\_\_\_\_

Theme/Title: \_\_\_\_\_

Who: \_\_\_\_\_

Where: \_\_\_\_\_

When: Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Partners: \_\_\_\_\_

What is Needed	Person Responsible	Completion Deadline	Cost	Check When Completed
Materials (List)				
Food				
Incentives/prizes (List)				
Decorations (List)				
Marketing plan				
Camera				
Other (List)				
Funding				
Evaluation				

Once you have completed a wellness event, use the following worksheet to evaluate how things went.

## Serve Up a Healthier You - Wellness Activity Evaluation

Evaluation	Poor	Average	Good	Excellent	Comments
How well were objective(s) met?					
How well did the marketing work?					
How was it received?					

How many employees participated? \_\_\_\_\_

What roadblocks did you face and how did you overcome them?

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What would you do differently? What are your suggestions for improvement?

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What outside factors may have impacted the event (weather, other activities, etc.)?

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Additional comments:

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*Adapted from Smart Options: School Meals Make a Difference in NC and School Nutrition Association Healthy Edge*

