



Coordinator Checklist

Prior to starting program (see Program and Kickoff Celebration Suggestions):

- ❑ Recruit participants for program via email and word of mouth. Send email and hang up flyers.
- ❑ Copy forms for participant use.
 - Log Your Steps (2-sided)
 - Step Conversions
 - Steps to Success (2-sided)
 - Electronic Step Logs
- ❑ Purchase incentives, if desired.
- ❑ Host kickoff meeting, if desired, to review details of program.

During the program (see Program and Midpoint Celebration Suggestions):

- ❑ Forward weekly emails containing step tips and healthy highlights to participants.
- ❑ Post flyers at weeks 1, 6 and 11.
- ❑ Offer fun opportunities for competitions or prizes.
- ❑ Hold periodic get-togethers to discuss successes/challenges and distribute incentives or give recognition. Host guest speaker(s), if desired.

Following completion of the 15-week program (see Endpoint Celebration Suggestions):

- ❑ Host program completion celebration.
- ❑ Plan future wellness challenges/activities.