



## PLAN YOUR EUTF EMPLOYEE WORKSITE WELLNESS EVENT TODAY!

Complete the planning form and email to [eutfwellness@hawaii.gov](mailto:eutfwellness@hawaii.gov)



What	A <b>Wellness Fair</b> is an event to bring EUTF, health plan carriers and other wellness organizations to your worksite. A <b>Health Education Workshop</b> is a 45-minute learning session about a specific health and wellness topic.
Why	Wellness Fairs are a great opportunity for employees to learn more about their plan benefits, receive clinical services and wellness resources to support health and well-being. Health Education Workshops are a fun, quick way to bring colleagues together to learn tips and tools to support health and wellness goals.
When	A typical Wellness Fair timeline: Setup at 7:45 am; doors open at 8:15 am and the event ends at 1 pm. Health Education Workshops work great as a lunch and learn event.
How	To get started, simply email your completed planning worksheet to <a href="mailto:eutfwellness@hawaii.gov">eutfwellness@hawaii.gov</a>

**Host Department (Agency):**

**Host Department Contact Information (Email and Phone):**

**Type of Wellness Event:**      **Wellness Fair**      **Health Education Workshop**

**Event Location(s):**

**Proposed Date(s)/Time(s):**

**Departments to be invited (Describe all Employers in the vicinity, or indicate the specific department, etc.):**

**Estimated number of participants:**

Select Providers to Invite:		Estimated # of Tables/ Chairs/ Parking	Questions, Comments:
	EUTF Outreach & Training; Health & Wellness	1/3/3	
	HMSA (Medical Plan)	1/2/2	
	Kaiser Permanente (Medical Plan)	1/3/3	
	VSP (Vision Plan)	1/2/2	
	HDS (Dental Plan)	1/2/2	
	CVS (Prescription Drug Plan)	1/2/2	
	Securian (Life Insurance Plan)	1/2/2	
	Humana (Medicare Advantage Plan)	1/2/2	
	ERS	1/2/2	
	WorkLife Hawaii (Employee Assistance Program)	1/2/2	

	Kokua Mau (Advance Care Planning)	1/2/2	
	Other: _____	1/2/2	
<b>Select services you are interested in offering:</b>		<b>Estimated # of Tables/ Chairs/ Parking</b>	<b>Questions, Comments:</b>
	Biometric screenings (HMSA/KP)	4/20/2	Requires private area (partitions) or separate room and electrical outlets
	Blood Pressure, & Diabetes Risk Test (HMSA)	2/8/2	Requires electrical outlets
	BMI, Body Fat Test, Blood Pressure, & Diabetes Risk Test (KP)	2/8/2	Requires electrical outlets
	Flu/Covid Vaccinations (KP/Times Pharmacy)	3/10/3	
	Health education workshops – In person or Online (KP)/Webex (HMSA) <small>*minimum of 10 participants for online; 20 participants for in-person</small>	1/20/2	Requires conference room, monitor/TV with HDMI connection
	Physical Therapy Massage Tools (KP)	1/2/2	
<b>Hosting Department is responsible to:</b>			
	Work with your HRO to obtain employee work time to attend the event approved by the dept. director. Usually 1.5 - 2-hrs. For executive branch employer find policy language for working time to attend in the <a href="#">worksites wellness policy</a> page 4 (F).		
	Coordinate logistic for the event-Reserve rooms/tables/chairs/parking passes, etc.		
	Promote event: <ul style="list-style-type: none"> <li>• Provide an email from the Director or HRO stating the details of the event, plus the approval of working time to attend if granted.</li> <li>• Develop promotional materials such as “Save the Date” and “Reminder” flyers.</li> <li>• Provide materials to EUTF for review.</li> <li>• Distribute and post flyers, early and often to ensure maximum participation.</li> <li>• Follow-up with invited Departments to see if they have any questions about the event.</li> </ul>		
	Provide access to the event space to allow enough time for set-up, and event map to providers.		
	Provide parking for providers, and map/directions to access lot.		
	Provide access to restrooms and water.		
	Provide access to Wi-Fi, if possible, and outlets, as requested.		
	Request development of “passport/treasure hunt” form.		

	Request copy of Participant Feedback Survey. If developing your own survey, please request additional EUTF survey questions to include.
	Secure employees to staff the Welcome/Check-in table during the event, distribute/collect “passport/treasure hunt”, and execute prize giveaways.
	Print all “passport/treasure hunt” forms, event flyers/surveys, etc.
	Provide emergency evacuation instructions for the building.
	Compile and provide event wrap-up materials such as survey results, pictures, etc. to EUTF.
<b>EUTF coordination with host department includes:</b>	
	Works with the host department to identify the details for the event e.g. date and time period for the event.
	Approves promotional materials.
	Invites the EUTF contracted plan carriers and other providers and provides details for the event.
	Gathers logistics including set-up time, access event location, parking procedures, etc.
	Request's door prizes for the event and provides them to Welcome/Check-in table for distribution.
	Requests services indicated and ensures privacy and confidentiality of the service is provided by the carrier.
	If event invite includes multiple Employers, EUTF can assist with promotion of event through Health and Wellness Announcements/Newsletters, and/or Website.
	If requested, develops the event “passport/treasure hunt” form, listing the vendors to visit for entry into prize drawings.
	Provides Participant Feedback Survey template, or EUTF Wellness Fair questions to be included in host survey.
	If requested, EUTF can assist with compilation of event survey results.
	Provides after event report from the providers to the host department.
	Participates in after event feedback session. May also provide by email if preferred.

**Thank you for being a Wellness Champion!**