



Activity Request FAQs

1. How do I order an activity?

Complete the [Activity Request Form](#) and email it to Well-Being@sfgov.org.

2. I need help completing the Activity Request Form. Who should I contact?

Email Well-Being@sfgov.org or contact the Well-being Coordinators at (415) 554-0643.

3. How much lead time does it take to bring an activity onsite?

It depends on the activity, but it is generally between 4 and 8 weeks. See the [Activities Description List](#) for more information.

4. Is there a minimum or maximum number of employees I need to have for an onsite activity?

There are requirements for certain activities. See the [Activities Description List](#) for details.

5. How long will it take to receive confirmation about the activity I requested?

In most cases you should receive confirmation within 10 business days.

6. Is there a cost for the activity?

Activities are sponsored by HSS. In general, there is no cost to your department.

7. Are there materials to help me promote the activity?

Yes. After your order is placed and confirmed, an HSS Well-Being Coordinator will provide you with materials to market your activity.

8. Once I place the order, do I have any responsibilities in supporting the activity?

Yes. As the host of the activity there are additional responsibilities. The HSS Well-Being Coordinator will work with you and support you throughout the whole process, which may involve reserving space, promoting the activity, and other responsibilities.

9. Am I guaranteed the date I am requesting once I submit the activity request form?

No. Requests are based upon availability. It is suggested you provide 1-2 alternative dates and times for your request.

10. How many activities can I order? Are we limited to the number of activities we can order?

No. There is no limit to the number of activities you can order, however, an HSS Well-Being Coordinator will work with you to ensure the activities are the best option for your culture and annual well-being plan.