

WELL-BEING@WORK ACTIVITY REQUEST FORM



HOW TO REQUEST AN ACTIVITY

Step 1: Review the [Activities Description List](#) to see all the possible activities and details. Make sure to plan ahead, as many activities require 6-8 weeks lead time. Discuss the options with your leaders as well as other Champions in your department or nearby. Speak to your Well-Being Coordinator at 415-554-0643 or email Well-Being@sfgov.org.

Step 2: Complete the following form to request well-being activities at your location. These activities are sponsored by HSS. In general, there is no cost to your department.

Step 3: Send all completed forms to Well-Being@sfgov.org. Please complete one form for each activity you would like to request.

Activity Information	
What activity are you requesting? Select from the Activities Description List .	
How will this activity impact well-being at your workplace?	
Partnership & Promotion Details	
Are you partnering with other Champions for your event?	
Please list name(s) of partnering Champions	
How will this event be promoted? Is it being offered during a staff meeting or as a training?	
Requester Information	
Name	
Email	
Phone Number	
Day-of Event Contact	
Name	
Email	
Phone Number (Include cell phone when available)	



Activity Specifics	
Requesting Department Name	
Expected Participation	
Open Event? Is this event open for other employees outside your department to attend? Yes/No	
Preferred Date(s) and Time(s) (1st Choice) (Please include start and end time. If requesting a series, please include all dates and times the series will take place)	
Alternate Date(s) and Time(s) (2nd Choice) (Please include start and end time. If requesting a series, please include all dates and times the series will take place)	
Address, City, State, Zip	
Indoor or Outdoor Location?	
Room Details (capacity/private room/shared space)	
Parking (please describe where our staff can park)	
Available Technology	
Which of the following are in the room or can be provided by the onsite contact? (Computer, projector, internet access, power source, extension cord, audio, etc.)	
Scheduling Tool	
Which scheduling tools will you use for sign ups? (Online schedule tool or paper)	