



## Activity Request FAQs

### 1. How do I order an activity?

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

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

Email [Well-Being@sfgov.org](mailto: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.