

Wellness Program Design Guide

Program Name:

Primary Programmer:

Expected Launch Date:

Expected program Length:

Metrics	
Budget	
Participant Goal	
Expected Impact	
Other:	

Logistics	Description	Start Date	End Date
Program Rules/ Requirements			
Registration/ Orientation process			
Educational component			
Skill building component			
Competition component			
Tracking system			
Support materials			
Facility needs/support system			
Necessary forms			
Incentive			
Celebration process			
Additional supplies			

Marketing	Description	Start Date	End Date
Intranet			
Bulletin Boards			
Emails			
Posters			
Verbal announcements			
Other			