

Healthy By Design Event Planning Checklist & Resources

What makes a quality Prevention & Overall Wellness section?

- Resources are provided to prevent or treat a disease/medical condition
- Emotional, spiritual, and mental well-being of participants is supported

Frequently Asked Questions*

How can resources be provided?

- Health screening/evaluation (i.e. blood pressure check, mental health screening, BMI evaluation)
- Direct service (i.e. flu shot, chair massage, mobile mammography bus)
- Educational materials (i.e. tobacco cessation information, sunscreen, hand sanitizer station, personal emergency preparedness information)

Where can resources be provided?

- At registration, breaks, lunch
- On bathroom stalls, doors, tables
- Through posters, registration packets, table tents, newsletters

How can emotional, spiritual, and mental-well being be supported?

- Play music
- Schedule breaks
- Incorporate humor
- Provide accommodations for breast feeding mothers

Note: This section is an opportunity to do something additional for participants and incorporate health-related education/service

Need more resources?

- Emotional Health: http://www.helpguide.org/mental/mental_emotional_health.htm.
- Mental Health Screening: <http://www.mentalhealthscreening.org/>.
- BMI Calculator: <http://www.nhlbi.nih.gov/guidelines/obesity/BMI/bmicalc.htm>.
- Tobacco Cessation: <http://tobaccofree.mt.gov/quitlinefactsheet.shtml>
- Cancer Screening Guidelines: <http://www.cancer.org/healthy/findcancerearly/cancerscreeningguidelines/american-cancer-society-guidelines-for-the-early-detection-of-cancer>.
- Hand Washing: <http://www.cdc.gov/features/handwashing/>.
- Emergency Preparedness: <http://emergency.cdc.gov/preparedness/>.



*Note: These are examples to help guide event planners, lists are not comprehensive.