



Family Wellness Night

A Step by step guide to running a wellness night

Step 1: Set a date and a time.

Step 2: Set a budget. Decide on your schedule, marketplace, food and activities. Call and book vendors and providers.

Step 3: Prepare poster, email and announcement schedule, program and registration form.

Step 4: Decide on what arts and crafts activities and buy materials.

Step 5: Ensure your permit is booked, your speakers are set up and the janitor knows how many tables/classrooms you need and how you want them set up.

Step 6: Find volunteers for the night. You can ask the local high schools. Choose which students you want to have help at the night. Have them help you promote the night.

Step 7: Create check in sheet if needed. Make sure camera is charged.

Step 8: If you are having events with limited capacity create tickets (if your capacity is 30 then print 30 tickets, they can be given out on a first come first served basis at the door)

Step 9: Create Map to put up around the school with locations of vendors and activities.

Step 10: On the day of buy fruit for flavoured water, snacks etc.