

**HOW TO DOCUMENT**

**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.

**Have a great wellness night**