



2018 Implementation Timeline

Suggested Timeline	Actual Date	Activity
Planning Phase		
6-8 weeks before		Obtain approval from management to conduct activity.
6-8 weeks before		Recruit volunteers to help with planning and delivery.
6-8 weeks before		Fax Let's Get Physical registration form to your local representative.
6-8 weeks before		Prepare a budget.
6-8 weeks before		Order brochures from American Heart Association office (optional).
6 weeks before		Choose Activities / Team Challenge.
5 weeks before		Submit newsletter article to employee newsletter office.
By Friday, April 27 th		Send order for t-shirts.
3-4 weeks before		Promotional items distributed: posters, payroll stuffers, newsletters schedule of events.
2 weeks before		Photocopy and assemble information packets.
1 week before		Send information to employees.
Evaluation Phase		
By Friday, June 1st*		Gather your results and Fax or e-mail back evaluation of event to your local Let's Get Physical Day representative.



***BONUS!** All companies returning the Evaluation form by June 1, 2018, will be entered into a drawing for **\$50 Chamber Cash!!!** (Two winners to be awarded.)