



Program Champion

How to Prepare for an Event

Review Event Details:

1. Review the email from your Field Engagement Specialist.
2. Know the time, date, location and on-site contact for your event.
3. Know the type of event you are supporting.
4. Know the health plan providers you are representing.

Prepare:

1. Check directions and traffic conditions.
2. Arrive 30 minutes early.
3. Wear appropriate SilverSneakers-branded attire and nametag.
4. Have SilverSneakers promotional cards available.

Gather Supplies (have the following on hand when applicable):

1. Tablecloth
2. Flyers
3. Music and equipment to play it on