

# Four Easy Steps

STEP

1

## PREP

Your Catapult Account Manager will work with you to **choose your dates about 60 days in advance** to give everyone time to sign up. In many cases, multiple dates may be needed to ensure that everyone can participate. Once your dates are set, **reserve the on-site spaces** where the clinics will take place.

Select Clinic Dates

WEEK 1

WEEK 2

STEP

2

## PROMOTE

It's important that all of your employees know about the upcoming clinic and how to sign up. Don't worry — **Catapult will provide all needed materials** including emails, signage and handouts to help promote your event and drive signups.

Drive Appointment Signups

WEEK 3

WEEK 7

STEP

3

## CLINIC DATE

We'll bring all of the necessary supplies and equipment. We just ask that you **provide the clinic space, the private consultation space,** as well as some tables and chairs — and **arrive early to let our Catapult staff in to set up.**

Meet Us on Clinic Day

WEEK 8

STEP

4

## CELEBRATE

Make sure to thank your employees for participating and celebrate the positive impact the checkup will have on their health - well done! **Then get a jump start on next year and get your clinic on the books!**

Celebrate & Wrap-Up

WEEK 9

**That's it! You're on your way towards developing a healthier workforce.**

# Planning Timeline

Use this to-do list to plan each step leading up to your clinic. Your Catapult Account Manager is always available to help you along the way!

# 1

## 8 Weeks Out

To-Dos

- Set your clinic dates.
- Reserve your clinic spaces.



# 2

## 3-4 Weeks Out

To-Dos

- Send an HR email announcing the program and encouraging managerial participation.
- Work with Catapult to send appointment email invites to eligible employees.
- Use meetings to create awareness.
- Use locker/breakroom fliers and handouts to encourage participation.
- Ask Management to sign up for their own appointments and encourage participation.



# 3

## 1-2 Weeks Out

To-Dos

- Hang provided posters or signage in breakroom or other employee areas.
- Send out final reminder email. Your Catapult Account Manager can update you on who has made appointments.



# 4

## Clinic Week

To-Dos

- Make a last-minute push for sign-ups.
- Use meetings and bulletin boards to remind employees of the upcoming clinics.
- Please arrive early on clinic day to let Catapult staff in to set up. Relax – the Catapult Team will take great care of your employees!

