

# City of San Antonio Employee Wellness Request Form

You must submit this request form two weeks in advance to guarantee your request will be fulfilled. Please return completed form to [wellness@sanantonio.com](mailto:wellness@sanantonio.com) or fax to 207-7997; call 207-WELL for information



## Contact information:

Name of person making request: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Alternate Contact Name and Phone: \_\_\_\_\_

## Request information: (please check one or more)

\_\_\_\_\_ Presenter (minimum of 10 attendees) \_\_\_\_\_ Pedometers (limited to availability)

\_\_\_\_\_ Materials (educational and promotional) how many? \_\_\_\_\_

\_\_\_\_\_ Wellness booth/table representation \_\_\_\_\_ Scale (scales can be checked out for 2 weeks)

\_\_\_\_\_ Other \_\_\_\_\_

## Event information:

Name of event/activity: \_\_\_\_\_

Event date: \_\_\_\_\_ Time and length of wellness request: \_\_\_\_\_

Event location (please be specific for presenter directions or bin mail):  
\_\_\_\_\_

If you are requesting a presenter, do you want a Power Point presentation or speaking only?

If you need a Power Point, do you have a laptop, projector, and screen?

## Wellness Topics:

\_\_\_\_\_ General health/wellness

\_\_\_\_\_ Stress

\_\_\_\_\_ CoSA health benefits

\_\_\_\_\_ Smoking cessation

\_\_\_\_\_ Fitness

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Nutrition

## Audience information:

How many people in the target audience? \_\_\_\_\_ Is event/activity optional or mandatory? \_\_\_\_\_

Please circle the correct description of the audience:

mostly men

mostly women

even mix of men and women

office workers

field workers

Other information: \_\_\_\_\_

## Wellness Program Use Only:

Date request received: \_\_\_\_\_ Initials: \_\_\_\_\_

Presenter information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Wellness staff assigned to project: \_\_\_\_\_ Completion date: \_\_\_\_\_