



HEALTHY LIVING challenge



EVENT SCHEDULE

Day	Who	At-A-Glance
T-14 Days	Facilitator	Welcome to the Challenge! Here are your Facilitator Instructions and Promotional Poster.
T-10 Days	Facilitator	Reminder! We need team names submitted. Up to 5 teams can participate.
T-7 Days	All Staff	All Staff Pre-Launch Communication
T-4 Days	Facilitator	We will touch base with you to ensure that everything is set to go!
Day 1	All Staff	It's GO time! Day #1 of the Challenge
Day 7	All Staff	Mid-Challenge Leader Board Results
Day 9	Facilitator	We will touch base to see how things are going.
Day 10	All Staff	BONUS POINT Announcement
Day 14	All Staff	Final Day for Point Submissions
Day 16	All Staff	Final Leader Board Results
Day 16	Facilitator	Wrap up, Incentive Draws and Completion Certificate (if needed)