**Employee Wellness Solutions Network**

**Document/Program Request Form**

**Document Creation**

If any EWSNetwork consultant, licensee or representative requires the creation of a document, may it be a poster, document, flier, handout, etc. they are to completely fill out the *Document Request Form* (attached) and submit to the EWSNetwork Head Office no fewer than 20 business days prior to needing this document.

**Program Creation**

If any EWSNetwork consultant, licensee or representative requires the creation of a new program or a complete re-working of an existing program, they are to completely fill out the *Program Request Form* (attached) and submit to the EWSNetwork Head Office no fewer than 30 business days prior to needing this program.

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| --- | --- | --- | --- |
| **Submitted by** |  | | |
| **Date needed** |  | | |
| **Date submitted to head office [7 days prior]** |  | | |
| **What is needed?** | Highlight your choice in yellow | | Additional Notes |
| PRESENTATIONS:   * Lunch n’ Learn and handouts [# pages] * *Length, # of slides, interactive piece?* * Workshop and handouts * *Length, # of slides, interactive piece* | |  |
| AWARENESS:   * Kiosk and handouts * Walkaround * Email campaign [# weeks] * *Email blurbs for each week* | |  |
| CHALLENGES:   * Individual Challenge * Group Challenge * *Challenge Instructions* * *Ballots, labels or other materials* * *Promotional poster, promotional/launch email, reminder emails* | |  |
| OTHER:   * Consultant Document | |  |
| **Suggested Title:** |  | | |
| **Document or Program**  **Intent / Direction**  (give a brief outline of document) |  | | |
| **Program: Suggested Modules** |  | | |
| **Program: Module Breakdown**  (please breakdown each module to what you see being the direction of each) | **Title** | **Description** | |
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| **Suggested Pictures** |  | | |
| **Suggested Content** |  | | |
| **Other Comments** |  | | |