**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.

|  |  |
| --- | --- |
| **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** | 1.
2.
3.
4.
5.
 |
| **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** |  |