**Email #1 for HLC**

Hi there!

Your Health Living Challenge is coming up!  In order for you to organize this event, I have a few things here:

* A list of instructions
* A poster for you to print off and indicate the date that you would like to run the challenge, as well as the registration details (how they should sign up).  You can choose to run it for 2 or 4 weeks.
* An individual sign up sheet; you can then take the names and randomly assign teams (with the wellness committee members as team captains).
* The generic scorecard – you may choose to use this card; participants will complete their points each day and tally up their total at the end of the week.  They can put their grand total on the blank line provided at the top of the card and give it to their team captain.  The team captain will have to add up all the scores for their team and mark it on the Points Chart (or send their team points to you).
* The Custom scorecard; this is a pdf version with a blank space at the bottom; I will forward you the Word version as soon as I receive – right now the colours are faded and I have asked for it to be updated.
* A description of the tasks (you’ll notice that it does indicate the amount of caffeine in a cup of coffee or tea – looks like you have 2 cups!)
* A 4 Week Points Chart to be used to track all the team points and determine the winning team.

Let me know if you have any questions!