



Healthy, Wealthy and Wise Checklist

- ☐ Submit Healthy, Wealthy and Wise web form
- ☐ Receive response from Employee Services (3-5 business days)
- ☐ Schedule meeting or call an Employee Services team member
- ☐ Finalize topic
- ☐ Finalize date and time
- ☐ Finalize location
- ☐ Receive flyer and registration link
- ☐ Distribute flyer and registration details to potential attendees
- ☐ Receive final check-in from a presenter 3-5 business days prior to the event
- ☐ Arrive at event 20 minutes early (or designate an alternate host to do so)
- ☐ Receive email with link to online feedback form
- ☐ Schedule debrief call or meeting with Employee Services
- ☐ Receive event participant feedback from Employee Services

