



A New You: Health for Every Body

# Getting Started

## Planning Guide

### Class Set Up

- Determine target audience – conduct needs assessment if appropriate
- Determine number of sessions, length, dates and times (*see Notes and Advice, #2*)
- Select location (*see Notes and Advice, #3*)
- Determine class size (10-16 optimal)
- Identify instructor(s)
- Determine registration fees (*see Notes and Advice, #4 and #5*)

### Promotion/Publicity (*samples in Promotional Materials folder*)

- Edit and prepare flyers
- Edit and prepare brochures with registration form
- Market/promote to target audience (*see Reaching Adult Males*)

### Getting Ready to Start

- Purchase and/or locate facilitator reference materials and supplies  
(*see Facilitator Materials*)
- Purchase and/or prepare participant materials and supplies  
(*see Participant Supplies and Materials*)
- Insert front and spine inserts in binders (*masters in Miscellaneous folder*)
- Print the following labels (*masters in Miscellaneous folder*):
  - \* Journal Cover Labels (for journals, 2"x 4", Avery 5163)
  - \* Credit Labels (for journal, books and handouts, 1.33"x 4", Avery 5162)
- Adhere Journal Labels to front of journals.
- Adhere Credit Labels to journals, books (*Fitting in Fitness & Intuitive Eating*)
- Cut exercise bands 60" (*see Participant Supplies and Materials, lesson 1*)
- Prepare sign-in sheet (*sample in Miscellaneous folder, add instructors, location, dates and participants' names*)
- Copy checks and registration forms
- Make name tags for participants and instructors (*see Miscellaneous folder, 3"x 4", Avery 5384*)
- Prepare room signs, as needed (*see Miscellaneous folder*)
- Send Pre-program Questionnaire (include identifier) to participants. Ask them to complete and bring to the first session. Or prepare to administer at start of first session.

## Getting Ready for Each Session

- Practice presentation with multi-media setup
- Make copies of or assemble handouts, materials, props, etc.
- Three-hole punch handouts so participants can insert them in their binders
- Assemble equipment, teaching materials and supplies, as needed
- Cue up video tapes as directed in scripts
- Set up portable stereo and music
- Write the WOW quotes on board or flip chart, if desired
- Have previous handouts available for anyone who missed the session
- Review *Quick Thoughts* from previous session and make notes to address any questions or points of confusion
- Set up the sign-in sheet and name tags as participants enter the room
- Prepare ice water and refreshments as desired

## Follow-up

- Determine follow-up and reunion activities (we suggest including participants in this decision)
- Prepare and send newsletters
- Incorporate follow-up evaluations with newsletters and/or reunion activity
- Incorporate focus group discussion in a reunion activity

Thank you!