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

A New You developed by Outreach & Extension of the University of Missouri & Lincoln University. Adapted by and distributed with support from WIN the Rockies, WIN Wyoming, and University of Wyoming Cooperative Extension Service, Dept. of Family & Consumer Sciences. The University of Wyoming and the United States Department of Agriculture cooperate. The university is an equal opportunity/affirmative action institution. Supported by award 0004499 through IFAFS (Initiative for Future Agriculture & Food Systems) Competitive Grants Program/USDA.  www.uwyo.edu/wintherockies 1111