Checklist for Incorporating Physical Activity Into Meetings

Here is a simple checklist to use when planning physical activities for a meeting, conference, class, or other professional event. In addition to checking YES or NO for each item, you can use the list to make notes for sharing feedback with event planners and for enhancing the physical activity options at future events.

YES  NO

_____  _____ Are physical activities planned throughout the training?

_____  _____ Are participants invited to be prepared for physical activity, such as a suggestion in the meeting brochure or advance material to wear comfortable shoes?

_____  _____ Is the room set up to accommodate movement around tables and chairs?

_____  _____ Is music available on a computer or sound system to accompany activity?

_____  _____ Is an active icebreaker used to energize the group prior to the meeting?

_____  _____ Is 5-10 minutes of activity offered for every 60-90 minutes of instruction?

_____  _____ Is a variety of physical activities offered throughout the training?

_____  _____ Are strengthening activities offered during the training?

_____  _____ Are stretching activities offered during the training?

_____  _____ Are walking maps and other opportunities for activity offered to attendees?