

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 a 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?

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