

After Action Report

TO: Phil Rogers

FROM: Amy LaRusso

DATE: September 6, 2011

RE: After Action Report of Employee Health Fair

- Purpose
 - The employee wellness committee set out to offer a health fair for the City of Germantown employees.
 - Our expectations for this event included the presence of 8 to 10 health related vendors. Each vendor was asked to supply a door prize and/or service to the City employees at no charge to them. It was also our intention to offer blood and cholesterol checks by a local hospital.
 - No process has been made for this activity at this time
- Executive Summary
 - Eleven health related vendors offered services including BMI, massages, spinal screenings and health related information to City employees. Door prizes included a backpack, multiple healthy cookbooks, two ipod speakers, a gift bag, etc... Methodist Hospital offered blood glucose and cholesterol checks.
 - Sustainable attributes from this event were the choice of location, blood glucose and cholesterol offerings, door prizes and the majority of vendors.
 - The time of the event could be minimized to 2 hours. The time of the fair was noon to 3 p.m. There were very little employees present after 2 p.m.
- Lessons Learned
 - Roughly 20% of full time employees attended the health fair. The committee will need to find a way to increase this number to at least 30% next year.
 - Some vendors left before the fair was over
- Action Items
 - The committee will encourage more “buy in” from managers and supervisors to promote the event.
 - The time of the event will be shortened to 2 hours or the time will be adjusted. Vendors will be informed to be present throughout the duration of the event.