A HUGE Thank You To Everyone Who Made Our Physical Activity Fair A Success!!

Back On My Feet
Bicycle Coalition
CareLink
City of Philadelphia, Parks & Recreation
COMHAR
Deck Conspiracy
Elwyn
Get Healthy Philly
Horizon House
Indego
November Project
Pathways to Housing
Philly Gets Fit
Project Home
Roots Philly Yoga
Stephen Klein Wellness Center

TU Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities
TU Recreation Therapy Students
YMCA, Columbia North Branch

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Introduction

The Temple University Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities is a Rehabilitation Research and Training Center, funded by the National Institute on Disability and Rehabilitation Research to conduct state-of-the-art research and knowledge translation activities to improve opportunities for community inclusion of people with psychiatric disabilities.

Directed by Mark Salzer, Ph.D. Professor and Chair of Temple University’s Department of Rehabilitation Sciences, The Temple University Collaborative seeks to:

- Target obstacles that prevent people with psychiatric disabilities from fully participating in their communities;
- develop the services and supports consumers and communities need to promote full integration into all aspects of community life; and
- expand the range of opportunities for people who have psychiatric disabilities to participate in their communities as active, equal members.

The Temple University Collaborative is based at Temple University’s Department of Rehabilitation Sciences. Partially driven by the mission of the Collaborative, the focus of the Department is on the promotion of full community participation of individuals with disabilities, with a particular emphasis on individuals with psychiatric disabilities. The Department is Temple’s response to the increasing recognition by providers, consumers, administrators, and policymakers of the importance of community participation in promoting both the health and wellness of persons with disabilities and the economic and social health of community life.

For more information about the TU Collaborative, contact us at:

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Foreword

You’re considering organizing a Physical Activity Fair? Congratulations! These types of events can inspire enthusiasm and increased knowledge of physical fitness. They can also be a lot of fun!

This handbook is the outcome of the Physical Activity Fair that we hosted in Philadelphia. The mission of our Physical Activity Fair was to connect people with serious mental illnesses to sustainable resources for physical activity. This is important, as these individuals are typically more sedentary and less likely than the general population to meet the physical activity guidelines. Individuals with mental health conditions have a life expectancy that is up to 30 years less than the general population, often due to modifiable behaviors. All of the decisions we made when organizing our event were focused on the mission to educate, entertain and inspire people to get movin’. In this handbook, we share the lessons we learned about hosting this type of event.

While this handbook is designed to assist you as you plan to organize a Physical Activity Fair, it is assumed that many events rely on similar structure and planning, therefore this handbook might serve as a helpful resource as you plan other types of events that promote community inclusion as well. Throughout the handbook, we’ll offer topics and questions for consideration. As an example, we also include information related to the fair that we organized in Philadelphia. Our examples can be found in the red boxes in each section.

We would love for this resource to be the start of a conversation about opportunities for promoting community inclusion and connecting consumers with mental health conditions to the community. We welcome all questions and comments.

Thank you and good luck with your event!

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Physical Activity Fair Flowchart

There are a lot of things to do with any event. Below, we’ve created a flowchart with some of the basic tasks to consider when planning your event.

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Book</th>
<th>Recruit</th>
<th>Manage Event</th>
<th>Post Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Mission &amp; Objectives</td>
<td>Venue &amp; Audio Visual Equipment</td>
<td>Attendees</td>
<td>Approve set-up: AV equipment, food, entertainment, table/chairs set-up</td>
<td>Thank Everyone</td>
</tr>
<tr>
<td>Organize Event Committee</td>
<td>Food, Entertainment, &amp; Décor (flowers etc.)</td>
<td>Volunteers</td>
<td>Move all items to the event</td>
<td>Wrap-Up Meeting</td>
</tr>
<tr>
<td>Set Budget</td>
<td>Tables &amp; Chairs</td>
<td>Donations</td>
<td>Greet Presenters &amp; Attendees</td>
<td></td>
</tr>
<tr>
<td>Determine VIPs (prioritize people to recruit)</td>
<td></td>
<td>Press</td>
<td>Maintain Schedule &amp; Respond to all issues</td>
<td></td>
</tr>
<tr>
<td>Determine Event Date, Time &amp; Activities</td>
<td></td>
<td>Presenters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Community-Based Recreation

At The TU Collaborative on Community Inclusion, an important part of our mission is encouraging participation in community-based activities that promote health and wellness. Our holistic view of health means that we consider physical health to be just one piece of the wellness puzzle, which also includes cognitive, emotional and social functioning. When activities are enjoyable, people are more likely to remain motivated to continue participation, which promotes wellness and becomes a source of joy, meaning and identity. Opportunities for wellness are limited when community-based recreation opportunities are limited.

As you plan a Physical Activity Fair, consider how you will encourage people to get involved with their communities in ways that inspired continued wellness. Many agencies that offer physical fitness sessions are faced with the similar challenge: How do you maximize the benefits of activity sessions while also encouraging people to take what they learn and use it in the community?

Start by considering the benefits of agency-offered fitness groups. As participants laugh and engage with other group members, they might realize that exercise can be fun. By offering activity modifications that allow participation at various skill levels, people build confidence that they can be successful in exercise groups. Fitness groups also help participants increase strength, stamina and flexibility. Interest, confidence and physical fitness can encourage participation in community-based activities.

Also, become familiarized with activities available in your participants’ communities. Know the challenges your participants face when trying to be active. Offer hand-outs that advertise events, activities and the benefits of physical activity. Hand-outs might include: local exercise groups and gyms, dance classes, parks, walking or hiking paths, or exercises you can do without expensive equipment. With a little planning, you can encourage people to take what they learn and incorporate it into their daily lives.

Considerations When Encouraging Continued Community-Based Recreation

Identify Interests

Ask: What are your favorite things to do? What did you enjoy doing as a kid, teen or more recently? What was fun about those activities? What do your friends and family do that seem fun? What fun things might you like to try?

Identify Values

Ask: Why do you want to be more active? What would you like to achieve? What is important to you? Who is important to you?

Know Your Community

Maintain a list of resources accessible to your participants.

Identify Barriers

Barriers might include: cost, transportation, social interactions, time, skill level, knowledge of resources.

Consider Holistic Benefits

Shared activities can build relationships. Active lifestyles can inspire others, joy felt playing with your dog at a park, and adding structure to the day.

For recreation and leisure resources designed to inspire increased physical activity, visit our website at www.tucollaborative.org
Encouraging Community Based Recreation

We structured every piece of our Physical Activity Fair event to encourage community based recreation. Knowing many of the barriers faced by our participants are related to finances and transportation, we worked to connect attendees to free and low-cost resources available in centrally located areas or throughout the city. We invited groups to discuss various fitness activities that could be accessed throughout Philadelphia, such as biking, walking, dance, yoga, and sports. We created and distributed hand-outs that explained ways to increase physical activity levels. Many of these forms can be found on our website, www.tucollaborative.org. We also advertised websites and businesses that could help attendees find more fitness information, like Yelp and UWishUNu. Finally, exercise groups taught movements that could be done anywhere and facilitators encouraged people to consider exercising with friends at home or in parks.
Mission & Objectives

When you create a mission statement and objectives, you’re giving your event a purpose. This allows others to quickly understand how they might benefit from attendance. It also helps you to focus on who you want to be involved and why. Take time before your event to determine your mission and objectives for an event.

Mission Statement

A mission statement is a quick and concise explanation of the event’s purpose. The best mission statements are easily understood and memorable. Every word counts, so use words that sizzle and might stick with the reader. Avoid jargon words, like ‘world-class’ or ‘unique.’ These terms can sound gimmicky and they don’t hold much meaning. Stick with a direct goal statement. Also, be sure that your mission is possible. Don’t make your mission bigger than what you’re working to accomplish. A too big mission statement might be, “Get everyone in Philly exercising daily.” Maybe that’s a long-term goal, but for your event you might have a more accomplishable mission, such as, “introduce community members to fun fitness opportunities in Philly.”

Objectives

Next you’ll create objectives. Objectives are concrete tasks that will be completed in an effort to meet your mission statement. Remain concise and specific. What will you offer? Lectures, exercise sessions and information tables might introduce guests to fitness opportunities.

Agency Goals

While you’re considering the purpose for the event and how it can serve the attendees, think about your agency goals too. These are internal goals and focus on assuring that your agency is getting the most bang-for-the-buck. These goals probably will not make it onto your mission statement but they’re important. Consider the connections you can make that will help you to achieve your mission, the public relations and agency advertising associated with your event, the awareness you can raise to help your cause, and staff development opportunities associated with hosting an event.

Mission Statement Examples

Increase awareness of the need for physical activity in our community
Increase understanding of the community’s needs as expressed by community members
Increase the partnership between consumers and providers

Objectives Examples

Facilitate lectures and distribute printed materials
Create surveys and distribute to community members
Facilitate break-out brainstorming sessions with consumers and providers

Considerations when writing your mission statement and objectives

Determine your values
What about this event is most important? How does this event connect to your agency’s mission?

Anticipated Outcomes
How will attendees benefit from the event?

Objectives
What will you do to make your mission possible? Are your objectives and mission possible? Consider time, finances & resources.

Agency Goals
How can your agency and employees benefit from the event? Do various departments have their own goals for the event? Who needs to know your agency goals?
Our Mission & Objectives

Mission: Educate, entertain and inspire people to get moving

Objectives: Provide education sessions, information tables & activities related to: 1) the importance of physical activity, 2) community resources to enhance physical activity levels, 3) strategies to incorporate physical activity into daily life, and 4) setting and monitoring physical activity goals.

Our Agency Goals

Below we list a few of our agency goals and the work we did to make them possible.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit: 3 education session facilitators, 3 exercise session facilitators, &amp; 15 information tables</td>
<td>We researched and contacted businesses that offered physical fitness opportunities. We focused on those that advertised their focus on service.</td>
</tr>
<tr>
<td>Recruit 100 consumers and providers from local mental health agencies</td>
<td>We involved mental health agencies from the start, by requesting suggestions for the event date, location, and activities.</td>
</tr>
<tr>
<td>Offer activities that are accessible to all attendees, despite physical and cognitive abilities</td>
<td>We discussed accessibility with session facilitators and staffed volunteers to offer one on one assistance to attendees, as needed.</td>
</tr>
<tr>
<td>Offer staff and volunteers a career development opportunity</td>
<td>We involved student volunteers, interns and staff with little event planning experience.</td>
</tr>
<tr>
<td>Keep costs under $1,000</td>
<td>We avoided unnecessary costs. Our team assumed all event responsibilities without hiring outside help.</td>
</tr>
<tr>
<td>Increase professional connections between us, consumers, providers and physical fitness businesses.</td>
<td>We established contacts with people at the fair who share our vision and look forward to continued collaborations.</td>
</tr>
<tr>
<td>MAKE IT FUN FOR EVERYONE!!</td>
<td>We welcomed everyone whole-heartedly. Volunteers, staff and providers were encouraged to participate in events. We played music, gave gifts to attendees and offered activities that were engaging and participatory.</td>
</tr>
</tbody>
</table>
Event Committee & Staffing

Events require a lot of work. Especially when organizing a larger event, you’ll be lucky if you have a great team to help. Each team member should clearly understand their role. This might start with a giant to-do list of tasks to be assigned. Or members might take responsibility for entire areas, such as volunteers, creating forms and flyers, or recruiting presenters and attendees. Close communication among your team will be important throughout your event planning, execution and wrap-up. Pick great team members and encourage everyone to use their strengths!

Roles & responsibilities to consider

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Coordinator</td>
<td>• Main contact to answer and direct questions related to the event&lt;br&gt;• Maintain communication &amp; plan meetings among event committee&lt;br&gt;• Keep track of timeline&lt;br&gt;• Manage licenses and legal waivers&lt;br&gt;• At event: assume responsibility for overseeing event needs and schedule</td>
</tr>
<tr>
<td>Presenter Coordinator</td>
<td>• Create presenter agreement forms and process honorariums&lt;br&gt;• Recruit and show appreciation to presenters&lt;br&gt;• Create survey for attendees to rate each presenter&lt;br&gt;• Write brief descriptions of presentations, presenter bios&lt;br&gt;• At event: manage presenters, introduce presentations, assure rooms are set-up and there are no technical issues</td>
</tr>
<tr>
<td>Attendee Coordinator</td>
<td>• Create forms (registration and sign-in sheets)&lt;br&gt;• Recruit attendees &amp; show appreciation&lt;br&gt;• At event: manage registration table at the event and greet guests</td>
</tr>
<tr>
<td>Marketing Coordinator</td>
<td>• Write and submit press releases (before and after event)&lt;br&gt;• Create marketing flyers, social media presence and webpage&lt;br&gt;• At event: organize press and photographer, select interviewees</td>
</tr>
<tr>
<td>Donations Coordinator</td>
<td>• Request, receive, organize and distribute donations &amp; show appreciation</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>• Create volunteer forms&lt;br&gt;• Recruit, assign duties, train volunteers &amp; show appreciation&lt;br&gt;• At event: manage volunteers and serve as a contact for all volunteers</td>
</tr>
<tr>
<td>Volunteers &amp; Line Staff</td>
<td>Volunteers may take various levels of responsibilities, including: office help (i.e., data entry, making copies), event check-in, catering, photographer, décor, event set-up &amp; break-down, research (i.e., find donors, attendees, presenters, volunteers, locations). Volunteers can also assist as assistants to session facilitators.</td>
</tr>
</tbody>
</table>

*In Appendix A, you’ll find an Event Checklist that can be used to help you organize your event to-do list and to determine some things that need to be discussed during event planning meetings.*
Staffing

We hosted an event for approximately 125 attendees. Our Physical Activity Fair offered 3 education sessions, 3 exercise sessions and 15 information tables.

For a fair of this size, we recommend at least three people share responsibility for the planning. One person on our team assumed responsibility for most of the planning and it was exhausting.

During our event, staff members took responsibility for each of the coordinator positions listed on the previous page. We also recruited six volunteers who helped during the entire event. Volunteers greeted and checked-in guests, gave directions, and assisted exercise facilitators by offering one on one assistance and adaptations that could be used, assuring that fitness groups were inclusive of people with various physical fitness abilities.

Volunteers also hosted an information table where they met with attendees one-on-one to encourage them to consider leisure interests and steps they could take to be more active. They used the Interests Survey and Next Steps form that can be found in Appendix E.
Date & Time

You’ll probably be looking to attract both presenters and attendees for a physical activity fair. Take time to brainstorm who you need and want to be involved. Create a list of VIP staff, attendees and presenters. Consult with them to determine a date and time that works for the greatest amount of people.

Review local event calendars and consult with professionals in your field to find a date that is not compromised with other local or national events which may impact attendance. A big event, like a parade, celebration, or marathon can interrupt traffic. If there are scheduled train delays, that could be a barrier to attendance for people who rely on public transportation. You can’t plan for everything, but with a little research, you might be able to avoid a future headache!

Also consider the season. You can’t bargain with Mother Nature, but you could probably approximate the temperature based on the season and the time of year. Attendance can be impacted by weather even when the event is planned indoors. Cold, heat and rain may thwart the motivation necessary for attendees to leave their homes. If you’re planning an outdoor event, consider rain delay dates, tents and locations that offer alternative indoor space for your event. Be sure attendees know about your stormy weather plans.

Whenever you decide to host an event, be sure to give yourself plenty of time to plan. There are many tasks to complete and you will probably need at least three months of planning for a Physical Activity Fair similar to ours. This will allow time for creating necessary documentation, guest recruitment and to create a buzz around the event.

Date & Time Considerations

Availability of staff and management
Conflicts related to road closures or public transportation delays
Conflicts with other local events that attendees might appeal to your guests
Availability of VIP presenters
Availability of VIP attendees
Availability of volunteers
Typical weather
Best time of day for your guests
Selecting the Date & Time

Before setting a date, our team met to discuss which agencies we hoped would be involved. We listed a few large mental health agencies and contacted them before setting a date for our event. Just by reaching out to agencies, we exhibited our sincere commitment to serving their consumers. We asked about times that were free for staff and consumer involvement, and requested suggestions for ways we could best serve their consumers. These conversations grew into so much more. Many of the agencies we contacted partnered with us in the process of recruiting attendees. They booked vans and cars to transport their consumers to the event. Others paid for their consumers’ public transportation. They adjusted their calendars, using the event as a part of the day’s scheduled therapy and fitness groups. They talked with other professionals. Quickly and surprisingly, a buzz started among the agencies we hoped to involve and it started when we involved them early in the planning process.

We learned about our consumers too. Fridays have lighter attendance at many agencies and early mornings are difficult as consumers arrive at different times. When you’re planning an event, we encourage an open dialogue where you act as an information collector seeking recommendations to assure you can learn as much as possible about the population you’re hosting as they may have avoidable barriers to participation.
Location

Most cities have a variety of options for where to host events. Places might include parks, community centers, hotels, restaurants, corporate event spaces, and universities. There are so many things to consider, including your budget, space needs, and proximity to attendees, presenters and volunteers. Consider areas that are central and easy to reach by car and public transportation. Make a list of needs you have for the location of your event.

It’s best if the location of your event is easy to find and centrally located. Include the address and directions on your webpage, social media, invitations, press releases and flyers.

Size & Characteristics of the space

What will you offer at your physical activity fair? Consider space needed for activities such as exercise groups, information tables, lectures, eating and mingling. Take time to consider a space that is large enough to accommodate everyone but small enough that it doesn’t feel empty when filled with your anticipated amount of attendees.

Be sure to plan the layout of the space. How will you organize tables and chairs? Where will presenters stand when they facilitate sessions? Are there behind-the-scene areas for storage, trash and food preparation? Consider the flow of the event. Where will guests enter and exit? How will they move through the event? Where will they sit, stand and participate in activities? Avoid clogged areas, if possible.

We’re only a few pages into this manual and we’re about to mention weather a second time! Bad weather is a huge unpreventable fear in the event planning business. Consider rain delay dates or locations that offer flexible indoor/outdoor spaces. During warm months, you might offer ice water, tents or cool-off shaded areas for people who are sensitive to heat and sunlight. Rain, snow and excessive heat can decrease attendance at both indoor and outdoor events as people are less likely to brave the weather so plan as well as possible. Fingers crossed!

In Appendix A, you’ll find a Venue Checklist that we used to record information about possible locations to hold our Physical Activity Fair.
Selecting a Location

We opted to host our event indoors. We chose a date in the fall and crossed our fingers, hoping the weather would cooperate. We were lucky to find that the day’s weather was near perfect, sunny and 70’s. At the last minute, we wondered if we should move some activities outdoors. Because we hadn’t planned for this in advance, we opted to stick with our original plan. In the future, we’ll definitely consider offering indoor/outdoor activities to assure that we can take advantage of the bests of both environments.
Finances

Budget
When setting your budget, start by listing the things which are necessary for your event to function. If your budget is limited, start by prioritizing what costs are necessary versus things that would be nice to offer. Get estimates because prices can range drastically. Also, record your estimates and event expenses, including the staff time required to organize your event. This information can help greatly in future event planning.

Revenue
The focus of many events is to raise money to support services. In this manual, we are focused on helping readers host an event that is meant to raise awareness and connect vulnerable populations to services. This doesn’t have to mean that there is no option to raise funds. If fund raising is not your primary focus, you might still consider raising funds to lower the cost of your event. Many events charge businesses who will promote their business or product. Attendees might pay for educational and fitness activities you’re offering. You can also offer raffles, auction items or food sales. You could partner with a large business who has a similar interest and resources to pay for the event. Or, you could simply request voluntary donations. Consider your goals for raising money in advance of the event and make that clear to attendees.

Record Costs
Record your estimates and costs. Your finance office might request these and they can become valuable information for when you plan future events.

Budget Considerations

Event space
Include fees for tables, chairs, and audio/visual equipment.

Permits
You might need to consult a legal representative.

Paid Staff
Costs include people hires for the event and existing staff’s hours dedicated to the event.

Transportation & Lodging
Costs can include flight & hotel, taxis, parking and subway fees. Consider what you will offer to whom and make agreements in advance.

Printing
Name badges, programs, certificates of attendance... Hiring a printing company can be cheaper and easier!

Catering & Food

Décor & Entertainment
flowers, tents, music...

Hand-outs & gifts of appreciation
pedometers, water bottles, key chains

Honorariums (presenter fees)

Fund Raising
Will you raise funds for your agency?

In Appendix A, you’ll find a Budget Worksheet that we used to keep our event finances organized.
Setting a Budget

We kept our costs as low as possible. Our staff split responsibilities and we recruited volunteer help from students and interns. We created all of our own marketing materials. We hosted the event on our college campus, which offered low-cost space, tables, chairs, audio visual equipment, and staff to set-up and break-down the event. We opted to avoid the costs of food and drink, instead encouraging the hosts of information table to offer healthy snacks and water to attendees. We also recruited donations from our university and encouraged information tables and presenters to offer hand-outs. Through donations, attendees received fruit and water, tote bags, water bottles, key chains, stress balls, and pedometers.
Event Activities

The event’s mission statement should help drive the activities offered and the organizations invited. When selecting activities for a Physical Activity Fair, consider the attendees and what will entertain, educate, and inspire. Consider their specific needs and what level of instruction is appropriate. Each session should be planned and scheduled in advance to suit their needs. Below we discuss some common activities that you might offer at your physical activity fair. Take time to consider how your event will be fun. Nobody wants to attend a dull event (including you) and nobody has fun attending sessions that they can’t follow. Consider ways to make your event fun by including activities that will be accessible for all attendees!

A printed program or schedule might offer a brief description of each session and a bio of the group’s facilitator. This allows participants the opportunity to quickly see what is offered so that they can decide what sessions they would like to attend. Programs often also include: the event’s mission and a list of donors, attending agencies, and session leaders. The schedule we posted at our event can be found in Appendix A.

Lecture Sessions

Lectures are education focused. Their purpose is to present attendees with new information. Lecture facilitators might need access to computers, projectors, microphones and speakers. Attendees may require chairs, tables, pens and paper. Assure rooms are set-up appropriately prior to each lecture.

Exercise Sessions

Exercise groups teach attendees ways they can safely increase their physical activity levels. Attendees mirror the movements of facilitators. You might offer groups like, Zumba, yoga, or dance and need access to music. Consider your physical space, its size, and the noise levels when planning activities.

Information Tables

Hosts of information tables will typically use the table to distribute hand-outs and talk one-on-one to attendees about their agency or specialty. Information tables at a Physical Activity Fair might offer information related to gym scholarships, ways to be active, or increasing daily physical activity.

Hand Outs

Hand Outs can highlight important topics covered in a lecture, suggest ways to continue exercises learned during an exercise session or encourage people to participate in things discussed at information tables. Offering your guests hand-outs after each session is meant to inspire them to reconsider what they learned after the event.

Session Evaluations

Consider creating session evaluations for each session so that attendees can give you feedback regarding what they enjoyed and how you can improve future events. Surveys can be collected after each event or at the end of the day.
Activities

Our Physical Activity Fair’s attendees had a diversity of ability levels. Prior to the event, we planned to make our sessions inclusive. In this effort, we met with all of our session facilitators to discuss ways that discussions and activities could be the most inclusive.

We decided to schedule volunteers to assist with exercise sessions. These volunteers taught adaptations and offered one-on-one support as needed.

Education facilitators offered lots of videos, images and focused on engaging the group with discussions instead of typical lectures.

Information tables listened as much as they shared and got to know the individuals they were speaking with. They engaged in conversations that assured the attendees understood the information that was being shared.

The final result was that the event was fun for everyone.
Legal Considerations

When planning an event there are some things you might need to address with a legal representative. Upon arrival at our Physical Activity Fair, we asked all of our guests, volunteers and presenters to complete a Sign-In Sheet which included a photo-release and liability waiver.

Legal considerations when planning an event might include:

- Injury waiver
- Photo release
- Business agreement
- Cancellation policy
- Liability insurance
- Medical staffing requirements
- Certifications (CPR) requirements
- Security necessary
- Emergency planning

Communications Considerations

There are many things you could include in your communications.

Considerations regarding information to share in communications with attendees, presenters, volunteers, and donors might include:

- How do people RSVP to attend and apply to facilitate presentations?
- Mission
- Objectives
- Dress code
- Costs of participation
- Other attendees – Guests of honor
- Location & directions
- Theme and activities being offered
- Indoor vs outdoor
- Food offered
- Accessibility & inclusivity
- Contact name, phone number, email, and address
- Host agency’s name and general information & website

A copy of our photo-release and liability waiver can be found in Appendix B. Many of our communication forms, including recruitment and thank you letters, can be found in Appendices B, C, and D.
Appendix A - Staying Organized

We used a variety of methods to keep everything organized. We used an Excel spreadsheet to keep our list of contacts organized. We also used the forms you’ll find in this appendix to assure that we remained as organized as possible throughout the event.

We also posted a schedule for the day which helped everyone (attendees and presenters) to know what to expect as the day progressed. This schedule was posted throughout the event’s venue. In addition to the day’s timeline, it included The Collaborative’s logo and our agency’s recommended social media hashtags.

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Event Schedule ..................................................................... 30
# Venue Checklist

## Event Information

<table>
<thead>
<tr>
<th>Event Information</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Guests</td>
<td>Budget for space</td>
</tr>
<tr>
<td>Event Manager</td>
<td>Phone/Email</td>
</tr>
</tbody>
</table>

## Venue Information

<table>
<thead>
<tr>
<th>Venue Information</th>
<th>Cost</th>
<th>Address</th>
<th>Date of Visit</th>
<th>Dates Available</th>
<th>Max Guests</th>
</tr>
</thead>
</table>

## Contact Information

<table>
<thead>
<tr>
<th>Contact Information</th>
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<tr>
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## Amenities

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<tr>
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- Bathrooms
- Water Fountain
- Wheelchair Accessible
- Indoor
- Adjustable Light
- Adjustable Temperature
- Outdoor
- Shaded/Covered Areas
- Heat Lamps

## Catering Details

- Outside food allowed
- Catering $____

## Audio Visual

- Microphone $____
- Computer $____
- Speakers $____
- Projector $____
- Laser Pointer $____
- DVD Player $____

## Other

- Public Transportation Accessible
- Parking $____ Street Garage
- Staff Available to help with: Food Set-Up Break-Down Trash Removal
## Event Budget

<table>
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### Staff Time

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### Decor/Entertainment

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<tr>
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</tbody>
</table>

### Total

| Total |       |        |
Physical Activity Fair
Event Meetings & Timeline Check-Lists

To assure you remain organized and on track, you’ll need to list all of the things that need to be accomplished and delegate responsibilities. Early in the planning process, take time to list what needs to be done and assign due dates to each item. Delegate responsibilities and use a tracking system to assure everyone is updated on what is happening. You might use a shared Google Doc or a white board to list all responsibilities and to check-off things that are complete. Below, are some recommendations for planning your event.

Month 1

Start by organizing your committee, creating a mission statement and selecting a venue to host the event. These things will dictate many of the decisions you make going forward. Also, use this first month to create documents and a timeline for the event. Good luck on your first month of planning!

☐ Form a committee & determine roles
☐ Schedule committee meeting dates
☐ Determine mission & goals
☐ Set a budget & estimate costs
☐ Select location, date & time
☐ Submit legal approvals
☐ Create marketing flyer, social media, webpage

Create contact lists, draft letters requesting participation and make recruitment plans for:
☐ Attendees  ☐ Presenters  ☐ Donors  ☐ Volunteers

Month 2

At this point, you can start to organize the event day. Meet with your committee to determine what the day will look like. Will there be activities, food, entertainment, décor, lectures, information tables…? Next, you’ll begin to recruit people. Be sure to let people know how you would like them to participate and why their participation is important. How can it benefit them and the event’s attendees?

☐ Schedule food, drink & décor
☐ Create a program and schedule for the event day
☐ Activate social media & webpage
☐ Post flyers advertising event

Recruit (send letters, make calls):
☐ Attendees  ☐ Presenters  ☐ Donors  ☐ Volunteers

Month 3

At this point, you should have all bums running. You’ll continue to recruit participants. Meet with your committee to discuss progress and areas of concern. Get your printed materials ready and alert the media.

☐ Send media release
☐ Print all materials (brochure, program, information)

Create sign-in sheets:
☐ Attendees  ☐ Presenters  ☐ Volunteers

---
The Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities
215-204-6779 | abdler@temple.edu | 1700 N. Broad Street, Suite 313 | www.tcollaborative.org
**Week Prior to Event**

It's crunch time. Touch base with your committee to determine last minute to-dos. Check the weather forecast. Contact participants to confirm attendance and to be sure you can answer any last minute questions. There will probably a lot of stuff to take to the event, have it ready prior to the event to avoid adding unnecessary day-of stress. If you can, deliver items to the location in advance.

Create a schedule which includes arrival times and related duties for:

- Attendees
- Presenters
- Donors
- Volunteers
- Set-Up
- Break-Down
- Staff
- Food, entertainment, décor

Contact individuals and businesses to confirm their participation:

- Attendees
- Presenters
- Donors
- Volunteers
- Food
- Décor
- Entertainment

**Day of Event**

- Bring office supplies (you'll be surprised what you might need). Consider bringing: notebook, pens, tape, scissors, nametags, cashbox, business cards, agency brochures, paper clips, and a stapler/staples

- Bring a list of expected participants’ w/ contact information: attendees, presenters, donors, volunteers

Bring event supplies:

- Program
- Schedules
- Thank you notes
- Map of information tables
- Banner
- Flowers
- Food & Drink
- Donated items & sale items

Check audio visual equipment:

- Computer
- Microphone
- Projector
- Music
- Internet

Set-up & Break-down

- Tables & chairs
- Check-in
- Food & drink
- Post event schedule

*Don't forget to have FUN and appreciate the efforts of you and your team!!
- Mingle
- Laugh
- Pose for pictures with your team*

**After the Event**

Schedule a committee wrap-up meeting to brainstorm ways to improve future events and to give high fives. This is not a time to finger-point or blame, but a meeting to assure that the next event continue doing the things that went well and avoid the things that didn't go as smoothly.

Contact to show appreciation:

- Attendees
- Presenters
- Donors
- Volunteers
- Space
- Food
- Décor
- Entertainment

---

The Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities
215-204-6779 | ablger@temple.edu | 1700 N. Broad Street, Suite 313 | www.tucollaborative.org
Physical Fitness & Mental Health

The importance of this fair cannot be overstated.

Individuals with mental health conditions have a life expectancy that is up to 30 years less than the general population, often due to avoidable issues. This group is more sedentary and less likely than the general population to meet the physical activity guidelines.

Physical health issues associated with sedentary lifestyles include:
- Anxiety
- Bone Loss
- Cancer
- Depression
- Diabetes
- Heart Disease & Heart Attack
- High Blood Pressure
- Immune System Impairment
- Muscle Loss
- Stroke
- Obesity

Agencies Involved

The TU Collaborative extends warm appreciation to the amazing service agencies that were involved with making today a success and those dedicated to improving the lives of Philadelphians with mental health diagnoses. These agencies include:

- COMHAR
- Fairmount Health Clinic
- Friends Hospital
- Girard Medical Center
- Hall Mercer
- Horizon House
- Mental Health Association of Southeastern PA
- New Kensington Community Development Corporation
- Pathways to Housing
- Philadelphia FIGHT
- Pro-.ACT Recovery Walk
- Project Home
- Temple Episcopal

Physical Activity Fair

Thursday, October 8, 2015
9-1pm

This fair is intended to educate, entertain and inspire people to get movin'.

In this effort, we will provide information related to:
1) the importance of physical activity,
2) community resources to enhance physical activity levels,
3) strategies to incorporate physical activity into daily life, and
4) setting and monitoring physical activity goals.

For information:
(215) 204-6719
physicalactivityfair@temple.edu
Exercise Sessions

YMCA - Zumba
Time: 9:30am - 10am
Facilitator: David Cale
Overview: Dance, shimmy, shake and laugh your way to good health.

Philly Gets Fit - Chair Fitness
Time: 10:30am - 11:00am
Facilitator: Allen Ung
Overview: This class will show you that you can get an energetic workout with nothing but a chair.

Roots Philly Yoga – Chair Yoga
Time: 11:30am - 12:00pm
Facilitator: Erik Buring
Overview: This yoga class will teach you movements that you can do anywhere.

Deck Conspiracy – Deck Group Fitness
Time: 12:30pm - 1:00pm
Facilitator: Louis Klein & Megan Murphy
Overview: Learn a fun work-out that only requires a deck of cards & a half hour.

Lectures

TU Collaborative - Achieving Goals
Time: 9:30am - 10:15am
Speaker: Gretchen Snethen, Recreation Therapist
Overview: This session will give you suggestions for how to set and monitor physical activity goals.

Indego – Biking in Philly
Time: 10:30am - 11:15am
Speaker: Katie Monroe
Overview: Learn about Philly’s bike share program and safe biking in Philadelphia.

YMCA – Exercise as Personal Medicine
Time: 11:30am - 12:15pm
Speaker: Terry Scott
Overview: Physical Activity offers a host of health benefits. Learn about what it can do to help you.

Information Tables

Local businesses will host information tables throughout the day (9am-1pm).

Tables will be hosted by:
- Back On My Feet
- Bicycle Coalition
- City of Philadelphia, Parks & Recreation
- COMHAR
- Deck Conspiracy
- Get Healthy Philly
- Indego
- November Project
- Philly Gets Fit
- Project Home
- Roots Philly Yoga
- Stephen Klein Wellness Center
- TU Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities
- TU Recreation Therapy Program - Physical Activity Interest Evaluations
- YMCA, Columbia North Branch
Welcome to the
TU Collaborative & College of Public Health
Physical Activity Fair
Thursday, 10/8, 9am to 1pm

Today's Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker/Group</th>
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<tbody>
<tr>
<td>9:30-10:15</td>
<td>Education Sessions</td>
<td>TU Collaborative</td>
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<td>Setting &amp; Maintaining</td>
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<td>Physical Activity Goals</td>
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<td>10:30-11:15</td>
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<td>Biking Safety &amp; Opportunities</td>
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<td>in Philly</td>
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<tr>
<td>11:30-12:15</td>
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<td>YMCA</td>
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<td>Exercise As Personal Medicine</td>
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Exercise Sessions

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<th>Time</th>
<th>Session</th>
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<tr>
<td>9:30-10</td>
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<td>YMCA</td>
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<td>Zumba</td>
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<td>10:30-11</td>
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<td>Philly Gets Fit</td>
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<td>Chair Fitness</td>
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<tr>
<td>11:30-12</td>
<td></td>
<td>Roots Philly Yoga</td>
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<td></td>
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<td>Yoga for Beginners</td>
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<td>12:30-1</td>
<td></td>
<td>Deck Conspiracy</td>
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<td></td>
<td></td>
<td>Group Fitness</td>
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</table>

Information Tables (9am-1pm)

| Back On My Feet | Project Home                  |
| Bicycle Coalition | Roots Philly Yoga              |
| City of Philadelphia, Parks & Recreation | Stephen Klein Wellness Center |
| COMHAR            | TU Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities |
| Deck Conspiracy   | TU Recreation Therapy Program - Physical Activity Interest Evaluations |
| Get Healthy Philly | YMCA, Columbia North Branch |
| Indego            |                               |
| November Project  |                               |
| Philly Gets Fit   |                               |

Get social! #TULiveactive @tucollab @TempleCPH
Appendix B - Recruitment

For a Physical Activity Fair, we aimed to recruit a lot of people. We used an Excel spreadsheet to help us keep everything organized. We made one master contact list which included cells that could be checked for attendee, presenter, donor, and volunteer.

In this appendix we provide the letters we used to recruit participants. We also include the intake forms used to record people’s information as they committed to participate. Next you’ll find our intake form which includes a media release and liability waiver. These forms allowed us to collect the contact information for all people who participated at the event.

Attendee Recruitment Letter & RSVP Form.................................32
Presenter & Donor Recruitment Letter & Application...............34
Volunteer Form.................................................................36
Event Sign-In Sheet ..........................................................37
September 8, 2015

Temple University Collaborative on Community Inclusion
of Individuals with Psychiatric Disorders
1700 N. Broad Street, Suite 301-D
Philadelphia, PA 19122

Hello!
You are invited to our upcoming Physical Activity Fair! This fair is open to all Philadelphia area mental healthcare providers and consumers. This fair is intended to educate, entertain and inspire people to get moving. In this effort, we will provide information related to: 1) the importance of physical activity, 2) community resources to enhance physical activity levels, 3) strategies to incorporate physical activity into daily life, and 4) setting and monitoring physical activity goals. Activities will be available throughout the morning, including:

1. Educational Sessions – The TU Collaborative, Indigo and the Bicycle Coalition, and the YMCA will lead discussions about the benefits of physical activity and ways you can maintain the motivation necessary to incorporate enjoyable physical activities into your daily life.
2. Activity Sessions – The YMCA and local fitness groups will lead low to medium intensity exercise groups. They will teach activity movements that can be done in the home or anywhere, without expensive gym memberships or equipment and encourage participants to continue exercising independently.
3. Information Tables – Community organizations and businesses like Philly Parks & Rec, Ingido, the YMCA, Back on My Feet, the November Project and many others will host information tables to advertise free and low cost physical activities. Tables will include sign-up sheets, applications and information including scholarships and financial aid so that guests can get started as soon as possible. The Recreation Therapy department will help guests identify leisure interests and places where they can participate in these activities.

The importance of this fair cannot be overstated. Individuals with mental health conditions have a life expectancy that is up to 30 years less than the general population, often due to weight related issues. This group is more sedentary and less likely than the general population to meet the physical activity guidelines. The Temple University Collaborative is funded by the National Institutes on Disability, Independent Living, and Rehabilitation Research (NIDILRR) to conduct research to improve opportunities for community inclusion of individuals with psychiatric disabilities. With your support, this fair will connect people to resources that promote sustainable opportunities for physical activity.

This is a free event. There are no costs associated with entrance or participation in activities.

Date & Location: Thursday, 10/8/2015, 9am to 1pm @ Student Center on Temple University’s main campus

To Register: Submit registration form to physicalactivityfair@temple.edu or PA Fair, 1700 N Broad, #3-D, Phila, PA 19148

Thank you for your interest in the fair and we look forward to seeing you there!

Brandon Stead, CTRs
brandonmead@gmail.com
(215) 204-6719
Physical Activity Fair
Thursday, October 8, 2015, 9am-1pm
Guest Registration Form
Guests can call or return this form (by mail or email) to RSVP.
(215) 204-6719 | physicalactivityfair@temple.edu | PA Fair, 1700 N Broad, #3-D, Phila, PA 19121

Contact Person ____________________________ Title ____________________________

Agency/Business __________________________ Business Type ____________________________

Address __________________________ # __________________________ City ________ State ________ Zip ________

Email __________________________ Phone __________________________

Approximate number of people who will be attending event __________________________

Physical Activity Interest Identification Sessions
☐ I am interested in scheduling physical activity interest sessions
In addition to education and exercise sessions, providers and consumers will be offered the opportunity to meet one on one with members of the recreation therapy program. These meetings will last approximately 15 minutes. During this time, participants will discuss physical activity and recreation interests and goals. These will be matched with local resources in order to promote independent participation. Providers interested in increasing their own physical activity are encouraged to participate. When you register, we will contact you to discuss your interest in participating in these sessions and provide time slots for pre-registration.

Parking
☐ I request a parking pass. Please indicate the number of parking passes you are requesting __________________________
A limited number of parking passes will be available for vehicles bringing consumers. Please RSVP as soon as possible to secure passes for your van. Otherwise, street parking and paid secured parking is available on Temple campus. There are two public parking garages on the Main Campus. Liacouras Garage is located on 15th Street, between Montgomery and Cecil B. Moore avenues. Parking is $15/entry. Montgomery Avenue Garage is located on 11th Street, between Montgomery Avenue and Berks Street. Parking is $3/hour. In addition to the two public parking garages, Main Campus also has two metered surface lots. The Tuttman lot is located on Montgomery Avenue between 13th and 12th streets. Parking is $6/hour. The Cecil B. Moore lot is located on Cecil B. Moore Avenue between 12th and 13th streets. Parking is $3/hour Monday through Friday, and $15/day Saturday and Sunday. Credit cards and cash accepted at all locations.

Directions
☐ I request help planning my commute.
Broad Street Subway: exit at at Cecil B. Moore Station (Broad and Cecil B. Moore Avenue).
By SEPTA Bus: 4 and 16 buses stop on Broad Street at Cecil B. Moore Avenue. 23 bus stops on 12th Street (southbound) and 11th Street (northbound) at Cecil B. Moore Avenue.
SEPTA Regional Rail: exit at Temple University Station, located at 10th and Berks streets.
For more information, visit SEPTA’s website at www.septa.org.

*The Temple University Collaborative is a National Rehabilitation Research & Training Center supported by funding from the US Department of Health and Human Services, National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), and Temple University.*
October 7, 2015

Temple University Collaborative
1700 N. Broad Street, Suite 301-D
Philadelphia, PA 19122

Hello!

Because of your commitment to provide accessible physical activity opportunities to people in the Philly area, you are invited to participate in the Physical Activity Fair hosted by the Temple University Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities. This fair is intended to educate, entertain and inspire people to get moving. In this effort, we will provide information related to: 1) the importance of physical activity, 2) community resources to enhance physical activity levels, 3) strategies to incorporate physical activity into daily life, and 4) setting and monitoring physical activity goals. Activities will be available throughout the morning, including:

1. Educational Session - Facilitators will lead educational sessions to encourage increased physical activity in daily life. Sessions will last 45 minutes.
2. Activity Session - Facilitators will lead fitness groups with an emphasis on ways participants can continue doing exercises independently. Sessions will last 30 minutes and should be low to medium intensity.
3. Information Table - Community organizations and businesses are invited to host a table to advertise available physical activity services. Tables are encouraged to include sign-up sheets, applications and information including scholarships and financial aid so that guests can get started as soon as possible.
4. Donate - An event bag will be distributed to guests. Included inside will be items such as non-perishable healthy food and drink, water bottles, coupons and branded items (e.g., pens and notepads).

The importance of this fair cannot be overstated. Individuals with mental health conditions have a life expectancy that is up to 30 years less than the general population, often due to weight related issues. This group is more sedentary and less likely than the general population to meet the physical activity guidelines. The Temple University Collaborative is funded by the National Institutes on Disability, Independent Living, and Rehabilitation Research (NIDILRR) to conduct research to improve opportunities for community inclusion of individuals with psychiatric disabilities. With your support, this fair will connect people to resources that promote sustainable opportunities for physical activity.

In appreciation of your participation, you will receive resources about the importance of and strategies to support individuals with mental health conditions in their efforts to participate in community-based physical activity. The Temple University Collaborative will also be willing to provide training technical assistance to your organization on best practices when supporting individuals with mental health conditions.

Date & Location: Thursday, 10/8/2015, 9am to 1pm @ Student Center on Temple University’s main campus

To Register: Submit application and requested information to: physicalactivityfair@temple.edu or PA Fair, 1700 N Broad, #3-D, Phila, PA 19148

Thank you for your interest the fair and we look forward to seeing you there!

Sincerely,
Brandon Snead, CTRS
brandon snead@gmail.com
(215) 204-6719
Physical Activity Fair
Thursday, October 8, 2015

Session Proposal Form

(215) 204-6719 | physicalactivityfair@temple.edu

To apply: Email physicalactivityfair@temple.edu or submit this form to PA Fair, 1700 N Broad, #3-0, Phila, PA 19148.

Contact Person ___________________________ Title ___________________________

Agency/Business ___________________________ Business Type ___________________________

Address ___________________________ # _______ City _______ State _______ Zip _______

Email ___________________________ Phone ___________________________

People who will be attending event (if known) ___________________________

Type of session (select all that apply):
☐ Lecture/Educational
☐ Physical Exercise/Fitness
☐ Host a Table (if only hosting a table, skip requirements for presenters listed below)

9:30-10:15 9:30-10
10:30-11:15 10:30-11
11:30-12 11:30-12

6 foot table with 2 chairs will be provided

9am-1pm

Application Instructions for presenters (educational and exercise) information to be submitted:

• Bio – Please include a brief bio which describes your experience with the material you wish to present. Please include an additional bio information for each presenter.

• Resume/CV – Please include a copy for each presenter.

• Presentation Description – Include a brief (30 words or less) description of your presentation.

• Description of Hand-Out – A main objective of the health fair is to encourage sustainable activity participation. Therefore, we request that presenters create a one to two page hand-out that participants can use in their efforts to continue activity participation after your session. For exercise sessions, this might include exercises that participants can do at home or places that participants can visit to do these exercises in groups. For education session leaders, this might be information that participants can use to personalize the session information, such as questionnaires or a list of resources for continued participation in related activities.

Dates to Remember:

• Applications due: 9/25/2015
• Accepted presenters notified within a week of submitted proposal
• Submit materials (ppt, hand-out): 10/2/2015

Educational presentations will be facilitated in a room that is set-up with chairs and a podium that has a computer with a microphone, internet access and a projector. Exercise presentations will be hosted in a shared room with table presentations. Exercise leaders will need to request chairs, if needed. If you need additional materials or information, please email or call to discuss.

The Temple University Collaborative is a National Rehabilitation Research & Training Center supported by funding from the US Department of Health and Human Services, National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), and Temple University.
Physical Activity Fair
Volunteer Form
Thursday, October 8, 2015

Name: (Last) ___________________________ (First) ___________________________ (MI) ________
Address: ___________________________________________ Apt. # __________
City: _______________ State: _______ Zip: ____________ Boro/County: _______________
Phone (Home): _______________ (Cell): _______________
Email: _______________ 2nd Email: _______________
Date of Birth: _______ / _______ / _______ (If under 18, volunteering will require prior parental consent.)

Emergency Contact
If under 18, you must provide your parent or legal guardian’s contact information.
1. Name: ___________________________ Relation: ___________________________
   Phone 1: ___________________________ Phone 2: ___________________________ Email: _______________

2. Name: ___________________________ Relation: ___________________________
   Phone 1: ___________________________ Phone 2: ___________________________ Email: _______________

PA Fair Volunteer Interests

Please check all areas of interest below. You may volunteer for more than one shift.

☐ Facilitate leisure assessments & offer recommendations for physical activities Shift 1 (9-1)
   In this role, volunteers will work one-on-one with guests to help them identify leisure interests and then offer
   recommendations for ways that guests can pursue interests. Volunteers will be required to attend a one hour
   training (date and time to be determined) during the week prior to the fair to gain competence with the
   assessments and materials. Professional development hours are available for training.

☐ Set up & 1st shift for greeting, giving directions, registration and general assistance (8:30-11)

☐ Break down & 2nd shift for greeting, giving directions, registration and general assistance (10:30-1:30)

Continued Interest

☐ Please contact me regarding future volunteer opportunities available through The Collaborative.
   The Collaborative values student involvement and occasionally offers opportunities for internships and
   volunteering. By checking this box, you state that you would like to be contacted when these opportunities
   become available.

☐ Please add me to The Collaborative’s email list.
   The Collaborative creates and distributes materials (i.e., newsletters, posters, brochures) designed to enhance
   community inclusion and the overall wellbeing of people with severe mental illness. Communication materials
   are intended for consumption by both providers and consumers.
Physical Activity Fair  
Attendees Sign In  
Thursday, October 8, 2015

Name: (Last) ______________________ (First) _______________________ (MI) ______

Phone (Home): ___________________________ Email: ___________________________

How did you hear about the fair? __________________________

☐ Horizon House  ☐ COMHAR  ☐ Pathways to Housing  ☐ MHASP  ☐ Gaudenzia  ☐ Carelink

☐ Other:

Liability Waiver

I am aware that exercising can pose certain risks and dangers including, but not limited to, back injury, fall, and muscle pain. I understand that I am not covered by Temple University or Collaborative’s medical insurance. I am voluntarily participating in these activities with the knowledge of the danger involved, and hereby agree to accept responsibility for any and all risks of injury. If I feel that I am unable to safely perform an exercise movement, I understand that it is my responsibility to refuse to perform a task. I understand that at no time will I be encouraged to do anything that I feel is beyond my physical comfort level. By signing below I acknowledge that I have read and fully understand the terms of this release of liability.

University Photography image consent and release

I hereby authorize Temple University—Of The Commonwealth System of Higher Education and those acting under its authority (“University”) to:
a. Record my likeness and voice on video, audio, photographic, digital, electronic or any other medium now existing or later invented; and  
b. Use my name in connection with these recordings; and  
c. Use, reproduce, exhibit or distribute in any medium and via any method (including, without limitation, photos, print publications, video, CD/DVD-ROM, e-mail, Internet/WWW, social networking sites) these recordings for any purpose that the university deems appropriate, including promotional or advertising efforts. I release the University from liability for any violation of any personal or proprietary right I may have in connection with this use of the recordings. I understand that all such recordings, in whatever medium, shall remain the property of the university.

By signing below, I acknowledge that I have read, fully understand and agree to the terms of this liability waiver and image consent and release.

_________________________  
Signature

_________________________  
Date
Appendix C - Marketing

In an effort to spread the word, we created a flyer which was distributed to mental health agencies throughout Philadelphia. We also created a press release which we sent to many local newspapers, blogs and magazines.

Flyer.............................................................................................................. 39

Press Release............................................................................................... 40
PHYSICAL ACTIVITY FAIR

THURSDAY, OCTOBER 8, 9AM-1PM

Temple University’s Collaborative on Community Inclusion welcomes:
- YMCA • Philly Parks & Recreation
- Roots Philly Yoga • Get Healthy Philly • Indego
- Bicycle Coalition • Back On My Feet
- November Project • RUN215 • Philly Runners
- Recreation Therapy program at Temple U • Philly Gets Fit
- Deck Conspiracy • Project Home • Stephen Klein Wellness Center

EDUCATION SESSIONS
Topics include the benefits of physical activity, motivating yourself to be physically active and opportunities for fun physical activity in Philly.

EXERCISE SESSIONS
Fitness instructors will teach participants exercises that do not require expensive gym memberships or equipment.

INFO TABLES
Local businesses will offer suggestions for free or low cost ways to increase physical activity opportunities based on your interests.

DETAILS
Cost: Attendance & Participation are free
Date & Time: October 8th, 9am-1pm
Location: Temple University Student Activity Center, 1735 N. 13th Street, #200b & 200c, Philadelphia, PA 19121
Directions: The fair is located on 13th Street, a half block north of Cecil B Moore Street in the heart of Temple University’s Main Campus. Take the Broad Street Line to Cecil B Moore, Regional Rail to Temple University or drive to 13th and Cecil B Moore.

(215) 204-6719  physicalactivityfair@temple.edu  www.tucollaborative.org
Physical Activity Fair On Temple University Campus

The TU Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities is excited to announce that it will host a Physical Activity Fair, Thursday, October 8, 2015, 9am-1pm. Students, neighbors and teams from mental health agencies throughout the city are encouraged to attend. This fair is designed to educate, entertain and inspire people to get movin'. In this effort, the event will offer information related to: 1) the importance of physical activity, 2) community resources to enhance physical activity levels, 3) strategies to incorporate physical activity into daily life, and 4) setting and monitoring physical activity goals. Activities will be available throughout the morning, including:

Educational Sessions: led by the TU Collaborative, Indego and the Bicycle Coalition, and the YMCA will cover topics such as the benefits of physical activity and tips to maintain the motivation necessary to incorporate enjoyable physical activities into your daily life.

Activity Sessions: will be facilitated by the YMCA, Roots Philly Yoga and local fitness businesses. These groups will offer low to medium intensity exercises. Movements will be taught that can be done in the home or anywhere, without expensive gym memberships or equipment. Participants will be encouraged to continue exercising independently.

Information Tables: will be staffed by community organizations and businesses like Temple Runners, Get Healthy Philly, Philadelphia Parks & Recreation, Indego, the YMCA, Back on My Feet, the November Project and others. Staff members will discuss free and low cost activities in the Philadelphia area. Tables will include sign-up sheets, applications and information including scholarships and financial aid so that guests can get started as soon as possible. Recreation Therapy students from Temple University will help guests identify interests and places where they can participate in these activities.

While this fair will be open to all, it will focus on connecting people with severe mental illnesses to sustainable resources for physical activity. These individuals are typically more sedentary and less likely than the general population to maintain optimal physical activity levels. Individuals with mental health conditions have a life expectancy that is up to 30 years less than the general population, often due to avoidable issues. With community support, this fair will connect people to resources that promote sustainable opportunities for physical activity in an effort to enhance overall wellness and quality of life.

This is a free event. There are no costs associated with entrance or participation in activities.

Date: Thursday, 10/8/2015, 9am to 1pm

Location: Howard Gittis Student Center on TU’s main campus, 1755 N. 13th Street, Floor 2, Rooms B & C

To learn more about this event and how you can get involved, please contact:

Brandon Swanek, CTRS
1700 North Broad Street, Philadelphia, PA 19121
physicalactivityfair@temple.edu
(215) 204-6719

The Temple University Collaborative is funded by the National Institutes on Disability, Independent Living, and Rehabilitation Research (NIDILRR) to conduct research to improve opportunities for community inclusion of individuals with psychiatric disabilities.
Appendix D - Follow-Up

We wanted this fair to be the start of a conversation between The Collaborative, mental health agencies and businesses that offer physical activity opportunities. In this effort, as guests arrived we distributed welcome letters that expressed our appreciation and restated our intention to continue working toward our goal of enhancing opportunities to connect vulnerable population to opportunities for sustainable physical activities. Later we sent thank you letters to share some of the results of the event.

Welcome Letter ................................................................. 42

Thank You Letter .............................................................. 43
Welcome

We’re excited about this collaboration between Temple, The TU Collaborative, mental health agencies, local businesses and guests. We anticipate that this will be the start to a conversation about how we can encourage enhanced physical activity in vulnerable populations. You were invited to participate today because you offer healthy and fun activities related to physical activity. You understand that physical activity doesn’t have to be a chore, it can be something to look forward to with excitement. Thank you for joining us to share this message with our guests today!

Purpose

This fair is designed to educate, entertain and inspire people to get movin’. We don’t just want people to get some exercise today, we want them to use today as springboard to living a life that is more active. Today, guests will learn exercises they can do independently and they will be in contact with organizations that offer free and low-cost opportunities for fitness & fun in Philly. With your help, we will offer information related to:

1) the importance of physical activity,
2) community resources to enhance physical activity levels,
3) strategies to incorporate physical activity into daily life, and
4) setting and monitoring physical activity goals.

We also feel pretty certain that this event will be a lot of fun because a lot of fun people are coming!

Guests

While this fair will be open to all, it will focus on connecting people with severe mental illnesses to sustainable resources for physical activity. This population is typically more sedentary and less likely than the general population to maintain recommended physical activity levels. Individuals with mental health conditions have an increased rate of metabolic syndrome and a life expectancy that is up to 30 years less than the general population, often due to avoidable issues. Physical activity is a tool that people can use to improve their health and quality of life.

Let’s make this just the beginning of our collaboration!
brandonsnead@temple.edu | (215) 204-6719 | tucollaborative.org

Get social! #tuliveactive @TempleCPH @tucollab
Thank you!

Thank you so much for your participation and support of the Physical Activity Fair on Temple University Campus, 10/8/2015. The event owes its success to the collaboration between us and mental health agencies, volunteers, local businesses and you. The fair was designed to educate, entertain and inspire people to get movin’. Exercise sessions taught movements that can be done at home without expensive exercise equipment or gym memberships. Education sessions discussed the overall health and wellness benefits of physical activity. Information tables advertised free and low-cost physical activity opportunities. It was so exciting to watch physical activity professionals as they led sessions and discussed activities in ways that allowed all guests to participate, despite various skill levels. For pictures from the event, visit our Facebook page.

Guests

125 people attended this event and we hope that they have been inspired to have fun, and increase their physical activity levels. While this fair was open to all, we focused primarily on connecting people diagnosed with mental health conditions to sustainable resources for physical activity. This population is typically more sedentary and less likely than the general population to maintain recommended physical activity levels. Individuals with mental health conditions have an increased rate of metabolic syndrome and a life expectancy that is up to 30 years less than the general population, often due to avoidable issues. Physical activity is a tool that people can use to improve their health and quality of life.

Next Steps

We hope that this fair was just the start of a conversation about how we can encourage physical activity in vulnerable populations. We are excited to form partnerships with individuals and both local and national organizations. At The Collaborative on Community Inclusion, we are focused on increasing community participation in populations diagnosed with mental health conditions. We can provide educational materials and training sessions to assist businesses, individuals, and mental healthcare providers and consumers. We’d love to talk with you about your interests, ideas for future projects and ways we can work together to enhance the inclusivity of services so that everyone has an opportunity to get involved. Also, visit our website to learn about our research and to sign-up for our newsletter.

Let’s make this just the beginning of our collaboration!

brandonsnead@temple.edu   gsnether@temple.edu   (215) 204-6719   tucollaborative.org
Appendix E -
Leisure Interest Survey

At the event, we recruited Recreational Therapy (TR) students to facilitate Leisure Interests surveys for participants. First, students used the Leisure Interest form to help participants brainstorm activities that might inspire them to get active. Then, participants prioritized a few things that were of the greatest interest to them and determined used the Next Steps form to list what they could do to begin participating in the activity. Next steps included things like discussing the activity with a friend or using the internet to research where this activity is offered in Philadelphia. On the back of the Next Steps form we included resources for finding fun things to do in Philly.

Interests Survey ................................................................. 45

Next Steps Form............................................................... 47
**Interests Survey**

The mission of this task is to get interviewees thinking about physical activity as something they can enjoy doing and to suggest resources for finding fun activities in Philly.

First, you'll lead them through the survey below. Try to make this as conversational as possible. Your job is to probe them to learn what they might have fun doing. Due to your RT training, you may naturally understand that physical activity is not limited to exercising at the gym, but includes things like walking to the bus, through a mall or museum, dancing, and playing with kids or pets. But, your interviewee might not immediately recognize these things as opportunities to be physically active. Remember to highlight how activities of interest are also opportunities to get movin'.

Next, you'll give participants a list of resources for finding activities in Philly and highlight some areas of interest. The questionnaire and resource list will be provided to you at the fair.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HAVE DONE IN PAST</th>
<th>CURRENTLY DO</th>
<th>INTERESTED IN DOING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging in Team Sports (basketball, baseball, soccer, football, hockey, bowling...)</td>
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<td></td>
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</tr>
<tr>
<td>Sport:</td>
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<tr>
<td>Sport:</td>
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<tr>
<td>Engaging in Individual Sports &amp; Exercise</td>
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<tr>
<td>Jogging, Running</td>
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<tr>
<td>Weight training</td>
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<tr>
<td>Gym or Community Center</td>
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<td></td>
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<tr>
<td>Swimming</td>
<td></td>
<td></td>
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<tr>
<td>Bike Riding</td>
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<td></td>
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<tr>
<td>Walking</td>
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<tr>
<td>Indoor games: Ping Pong, Darts...</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lawn games, Croquet, Bocce, Cornhole, Badminton, Golf</td>
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<tr>
<td>Horseback Riding</td>
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<tr>
<td>Gymnastics</td>
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<tr>
<td>Jump Rope</td>
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<tr>
<td>Hula Hoop</td>
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<tr>
<td>Other (please specify):</td>
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<td></td>
<td></td>
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<tr>
<td>Dance (country, line dance, hop-hop, folk, tap, ballet, jazz, rock and roll)</td>
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<td></td>
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<tr>
<td>Dance:</td>
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<tr>
<td>Outdoor Activities</td>
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<td>----------------------------------------------------</td>
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<tr>
<td>Water: Canoeing, Fishing, Boating</td>
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<tr>
<td>Roller Skating/Roller Blading</td>
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<tr>
<td>Ice Skating</td>
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<tr>
<td>Enjoying Nature: Beaches, Bird Watching, Parks, Waterfront</td>
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<tr>
<td>Amusement Parks &amp; Fairs</td>
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<tr>
<td>Other (please specify):</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Activities/Entertainment</th>
<th></th>
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<tbody>
<tr>
<td>Visit Historical Attractions</td>
<td></td>
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<tr>
<td>Shopping</td>
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<tr>
<td>Library</td>
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<tr>
<td>Aquarium</td>
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<tr>
<td>Museums</td>
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<tr>
<td>Concerts</td>
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<tr>
<td>Flea Markets &amp; Thrift Stores</td>
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<tr>
<td>Sightseeing</td>
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<tr>
<td>Parades &amp; Festivals</td>
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<tr>
<td>Boxing, Wrestling</td>
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<tr>
<td>Video Games</td>
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<tr>
<td>Car Racing</td>
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<tr>
<td>Visiting Friends &amp; Family</td>
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<tr>
<td>Other (please specify):</td>
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</table>

<table>
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<tr>
<th>Social Clubs</th>
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<tbody>
<tr>
<td>Volunteering</td>
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<tr>
<td>Cooking</td>
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<tr>
<td>Religious</td>
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<tr>
<td>Community Center</td>
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<tr>
<td>Other (please specify):</td>
<td></td>
</tr>
</tbody>
</table>
Congratulations

Identifying your interests in the first step toward enjoying a physically active lifestyle! Many people consider physical activity a chore. Maybe when they neglect to consider the things that are fun when they think about exercise. Today, you took the time to list your interests. If you use your interests to guide you in your efforts to being physically active, you are more likely to stick with activities, even when they require effort. Sticking with your physical activity goals can be an effective way to achieve overall health, wellness and enhanced quality of life. Below are some of the areas where you might see outcomes related to physical activity.

Physical Health
Physical health is related to the way our bodies feel, our strength and stamina. You can improve your physical strength and flexibility through engaging in activities that require you get movin’. This doesn’t have to mean doing push-ups. Walking, playing with the dog and dancing are all enjoyable ways that you can enjoy your way to physical fitness.

Cognitive Strength (Brain Health)
Cognitive strength is related to how well you make decisions, understand and remember information. When you learn new physical activities, you’re using your brain. You’re learning rules, directions and using your planning and time management skills. Exercise can also help to clear your mind and improve focus and sleep. You can do activities while getting exercise. Consider how many steps you’ll get while walking through a museum or to the library.

Meaning
Meaning is the way we describe ourselves. Many people find positive meaning through things like biking, running, dancing. It feels good to hear, “you’re a great dancer,” and to say “I walk all over the city.” These things become part of how other people see us and how we see ourselves. Volunteer work is a great way to get active while enhancing positive meaning. Spending time feeding people who are sick or walking shelter dogs require you to get up and move while taking positive roles that offer personal meaning.

Social Health
When you’re out in the community, you have the opportunity to meet and interact with new people. You can exercise social skills and increase friendships. Or you can strengthen existing relationships by inviting friends and family to share experiences that can lead to reaching activity goals and creating memories.

Emotions
When you’re doing activities that you enjoy, you’re more likely to smile, laugh and feel good. How good will it feel when you’re being physically active and experiencing the benefits listed above? Combine the inherent joy in activities with physical, cognitive, meaning and social benefits, it makes sense that positive emotional experience are likely to come.
Resources to help you get movin’

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Active</td>
<td>The Live Active Temple website includes information on goal planning, health, exercises you can do without expensive gym memberships or equipment and free to low-cost opportunities for physical fitness in Philly.</td>
</tr>
<tr>
<td>MeetUp</td>
<td>MeetUp is a website that people use to advertise and find activities that are open to anyone who wishes to participate. You can create an event or attend one.</td>
</tr>
<tr>
<td>Philadelphia Parks &amp; Recreation</td>
<td>The parks &amp; rec department provides various activities including sports and fitness classes. A full list of locations, parks/playgrounds and opportunities can be found on their website.</td>
</tr>
<tr>
<td>Philly Fun Guide</td>
<td>Visit the Philly Fun Guide website to learn about upcoming activities in Philly.</td>
</tr>
<tr>
<td>UWISHUNU</td>
<td>UWISHUNU is a great blog that shares information about lots of upcoming festivals and events in Philly. Many events are free and low cost.</td>
</tr>
<tr>
<td>Visitors Center</td>
<td>The visitors center is a great resource because the staff are knowledgeable about ongoing and current activities in the city.</td>
</tr>
<tr>
<td>WHYY</td>
<td>WHYY is Philly’s leading public media provider, offering educational and entertaining programming. They also host free and low-cost events for adults and families.</td>
</tr>
<tr>
<td>William Way Community Center</td>
<td>The LGBTQ community center is in the heart of center city and offers exercise classes and opportunities to get active while socializing in the gay community.</td>
</tr>
<tr>
<td>Yelp</td>
<td>Yelp is will allow you to search for businesses and read rants and raves posted by previous customers.</td>
</tr>
<tr>
<td>Google</td>
<td>Once you go to google, you can find almost anything. If you search for, “Philadelphia parks,” the website will respond by giving you many websites that discuss parks in Philly. With a little time and effort, you can become an expert at searching for activities you want to do.</td>
</tr>
</tbody>
</table>

Support Resources
The resources below can help you in your efforts to overcome barriers that stand in the way of optimal health and wellness.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia Quit Line</td>
<td>Smoking can get in the way of an active lifestyle. The Quit Line can help with coaching and nicotine patches, lozenges and gum.</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Helpline</td>
<td>Counselors are available 24/7 to help. Addiction doesn’t have to stand in the way of your focus on being active.</td>
</tr>
<tr>
<td>NAMI (National Alliance on Mental Health)</td>
<td>Trained volunteers offer general information, referrals to agencies and support groups. When you take charge of your mental health, you are taking steps toward a healthy life.</td>
</tr>
<tr>
<td>Suicide Prevention Hotline</td>
<td>No matter what you’re dealing with, you don’t have to do it alone. Counselors are waiting to provide free and confidential emotional support, 24/7.</td>
</tr>
</tbody>
</table>