



Current Council Members



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Deetta Rapp
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Coordinator
Cheyenne

Nancy Raso Eklund
Health/PE teacher,
Green River

Wyoming Health and Fitness Day

EVENT PLANNING GUIDE



**WYOMING
GOVERNOR'S
COUNCIL ON
PHYSICAL
FITNESS
& SPORTS**

For more information contact

Tammy Till at 777-6716
Tammy.Till@wyo.gov
or

Alice Burron at 631-5738
aburron@wyoming.com

website
www.wyomingfitnesscouncil.org

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EIN 83-0299008



MISSION STATEMENT

“The Council will promote, educate, encourage, and provide opportunities for all citizens of Wyoming to achieve overall well-being through physical activities and health awareness”

Fitness achieved through physical activity, regular exercise, and sports contributes directly to physical and emotional health, healthier lifestyles, and improved quality of life, regardless of age or ability.

HISTORY

The Governor’s Council on Physical Fitness and Sports has sponsored the Annual Wyoming Health and Fitness Day since 2000. The main focus of this event is to “Make Fitness Fun”.

Health and Fitness day is an interactive activities based event promoting healthy lifestyles through exercise and nutrition. Most events are scheduled from approximately 9 AM to 2 PM. But each location has local control of date, times, attendees, etc. Events have been held in Casper, Buffalo, Powell, Lander and Cheyenne; adding more cities every year.

In Casper and Cheyenne, the Council has focused on involving 3rd grade students and their teachers.

Participants in other cities have varied based on local needs and circumstances. Additionally, PE/Health teachers and parents of the students are invited to attend and participate.

The event is also open to all citizens, including City, County, and State employees, many of whom volunteer to help with the event.



** Examples of Possible Stations can include:

- Sport Related Ball Skills (soccer, football, basketball, baseball, etc.)
- Group Exercise (Karate, Tai Chi, aerobics, kick boxing)
- Hand-Eye Ball Skills, Toss
- Gymnastics
- Relay Races
- Hula Hoop
- Jump Rope
- Step-Dash Competition via a gaming system if you have use of electric and tv monitors (provided by Council)
- Obstacle Course
- Boot Camp (calisthenics & stretching)
- Team Building Exercises
- Nutrition Activity
- Any educational idea as long as it can be an interactive

In Cheyenne each activity stations has been open for 20 minutes per group. However each City should tailor times, activities and schedules to meet their specific needs.

Additional Information Tables can be made available for local, state, city and federal programs as well as private wellness exhibitors.

If you have any questions, please contact Tammy Till at 777-6716 or Tammy.Till@wyo.gov



EVENT SAMPLE:

Large activity areas or “pods” with a number of different activity stations within that pod.

Each pod will have the same or similar stations. Classrooms/ groups rotate within each pod.

Each classroom/group will be at a station for anywhere from 10-20 minutes depending total time of the event, the number of stations within a pod, the number of pods and the total number of groups. At the end of each time period groups will then rotate to the next station within that pod.

Set-up should be tailored to fit each individual City’s event including the basic schedule (see below.)

Example: The basic schedule: (to be determine by each City with assistance and in conjunction with the school district transportation department).

9:15	All students should have arrived
9:20	Registration and Welcome
9:30	Begin the fun at activity stations; changing stations every 20 minutes
11:30	Lunch Break, entertainment, dignitaries speak ie: mayor, doctor, fitness/health personality
12:00	Walk for all who attend
12:30	Continue activity stations
2:00	Students begin loading buses and stations breakdown & site clean up



HOW TO GET STARTED

- ◆ Contact the Governor’s Council on Physical Fitness and Sports Co Chairs:

Tammy Till—777-6716

Tammy.Till@wyo.gov

Alice Burron— 631-5738

Contact@2bfit.net

BUDGET/EXPENSES

- ◆ The Council has a limited budget
- ◆ Please consult with the Council on questions regarding costs, expenses or sponsorship

LOCATION REQUIREMENTS

- ◆ Secure location for event (indoor or outdoor facility)*
- ◆ Make reservations
- ◆ Secure a map from the location or create one
- ◆ Make a site visit
- ◆ Map out location of electricity, rest rooms, safety hazards
- ◆ *Investigate and/or reserve possible back-up indoor facility in case of inclement weather

LIABILITY COVERAGE

Mitzi Krois

State Risk Analysis

777-5853

Each city may need their own liability coverage letter. Contact your location/facility for details and limits.



SUB COMMITTEES

- ◆ Organize volunteers for each sub committee
- ◆ Organize meetings (via phone or in person) to inform/ask committee members of specific tasks.
- * **City contact**
 - Permits, liability coverage, etc.
 - Map of site/park & note potential hazard areas
 - Recreation dept. for volunteers, station ideas, expertise
 - Schedule/Reserve equipment: balls, nets, generators, loud speakers, hand washing stations, etc.
 - Sprinkler schedules – turn off day prior to event and day of event
- * **School contact for students/teachers**
 - Contact School District Superintendent to inform of event and for permission to contact teachers
 - Determine which grade level will be attending and why (final decisions should be made by committee and coordinators)
 - Get teacher contact information, including PE/Health teachers
 - E-mail teachers with event announcement info
 - Keep a list of how many students are planning on attending with school name and teacher name
- * **Volunteer Coordination, contact groups such as:**
 - High School ROTC or other student organizations
 - State Employees
 - City/County Employees
 - Parent Organizations
 - College Students
 - Fitness and Health Centers
 - Parents
 - Private Businesses
 - Medical Staff (for on-site First Aid)
 - Hospital employees

* **Marketing**

- Decide who, when, how and which media should be contacted
- Be sure to alert media of photo and interview opportunities
- Prepare copy of program and printed materials for teachers/attendees
- Distribute press releases or related material supplied by the Council

* **Logistics**

- Map out stations, bathrooms (determine if additional facilities are needed), water/food locations, etc
- Prepare map for attendees
- Make station signs
- Day of event - have registration table for sign in and printed materials for teacher packets, install station signs, distribution of give-a-ways, any last minute details
- If possible have walkie-talkies for each coordinator and first aid station
- Traffic/bus parking
- Organize walk route, leader, and volunteers
- Motivational or Key speaker
- Stage, sound systems, how will notification to move to next station be conducted, etc.

VOLUNTEER JOBS

- ◆ Sub-committees
- ◆ Set-up
- ◆ Clean-up
- ◆ Station help —at least two volunteers at each station
- ◆ Parking details and direction
- ◆ Medical staff table
- ◆ Food/refreshment table(s)
- ◆ Information table(s)

