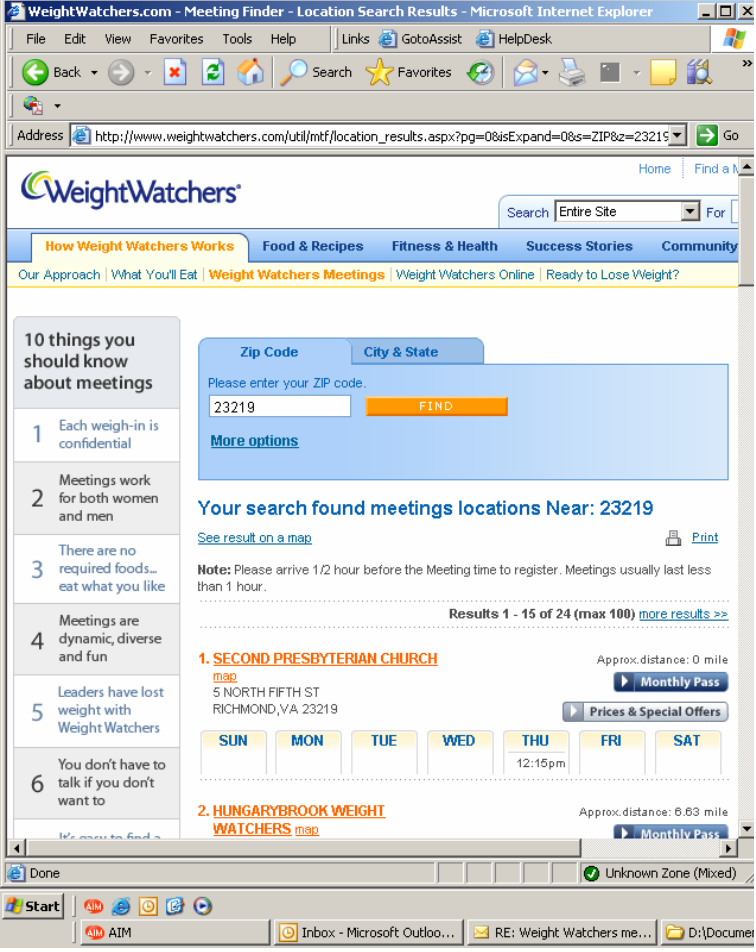




**Site Coordinator / Volunteer Checklist
How to set up an At Work Information Meeting
for the Commonwealth of Virginia**

✓	4- 6 Weeks Before Meeting Launch
	<p>If you have a large group of employees interested in having Weight Watchers meetings at work – consider starting an At Work meeting. You can invite state employees at other nearby agencies or within the same building to At Work meetings. The minimum number of participants is:</p> <ul style="list-style-type: none"> ➤ 20 for the 17 week series ➤ 15 for the 13 week series
	<p>Call 1.800.8AT.WORK (1.800.828.9675) to connect with your local Weight Watchers Corporate Account Manager (CAM) and make sure there are available WW Leaders for your area. Identify yourself as an employee of the Commonwealth who has volunteered to be a Site Coordinator /Volunteer for an At Work meeting. Contacts based on area:</p> <ul style="list-style-type: none"> • Laura Clifford-Meyers - Central, Western and Northern Virginia Laura.CliffordMyers@weightwatchers.com • Cici Ault - Fairfax and Arlington Counties, Cici.Ault@weightwatchers.com • Sue Ellen McKenzie - Tidewater Region of Virginia SueEllen.Mckenzie@weightwatchers.com <p>Your CAM will provide you with materials to invite employees to participate.</p>
	<p>Use the <u>RSVP Sign-Up Sheet</u> (provided by your CAM) to gather interested employee contact information.</p> <ul style="list-style-type: none"> ➤ When interested individuals are identified, record their names and contact information on RSVP Sign-Up Sheet. ➤ Once you have a minimum of 20 interested individuals for the 17 week series or 15 for the 13 week series, submit the sign up sheet to your assigned Weight Watchers CAM.
	<p>Talk to your CAM about WW Leader availability. Then determine the time, date and location for the Information Meeting based on WW Leader availability. Your CAM will then confirm whether there is a local WW Leader for your meeting.</p>
	<p>Once the WW Leader and Information Meeting time and date is confirmed, reserve a room for the meeting.</p>
✓	3 Weeks Before the Information Meeting
	<p>Insert time, date and Information Meeting room location on template poster provided by your CAM and post in a high traffic area</p>
	<p>Spread the word to your co-workers. Word of mouth is one of the best ways to promote the meeting.</p>
	<p>Double check to be sure your meeting room is large enough to accommodate the number of interested employees for the Information Meeting.</p>
	<p>If possible, arrange for a targeted e-mail to be sent to all employees at your location to remind them about the meeting.</p>
✓	2 Weeks Before the Information Meeting
	<p>Post marketing materials flyers, posters, etc....in approved areas of your building.</p>
	<p>Allocate storage space for the WW Leader’s materials for future weekly meetings.</p>
✓	1 Week Before the Information Meeting
	<p>Reconfirm the details (i.e. room reservations, times of meetings, etc.) with your CAM and/or WW Leader.</p>

	Contact security to ensure that your WW Leader will have access to the building – and that the building will be open.
	Make arrangements to meet the WW Leader and escort into the building.
✓	<p>If you are NOT able to secure a WW Leader for a meeting right away:</p> <p>If you are not able to secure a WW Leader for your location, we ask for your patience and recommend that you ask your interested employees to attend a local meeting in the community. Call 1-866-614-9129 with questions. You or they can find a meeting by logging onto: www.weightwatchers.com – simply insert your zip code into the meeting finder. The information will pop up and look like this:</p> 

Additional requirements:

- At no time shall the Site Coordinator / Volunteer conduct any Weight Watchers meetings, or assume any other WW Leader responsibilities.

4/4/2008