

Activity and event log

Healthy Workplaces

This log sheet should be filled out following any event or activities run within your health and wellbeing program. It is best completed soon after the event by the workplace health and wellbeing champion or by the event/activity organiser.

Completing the log sheet will help you monitor and reflect on the contribution of this activity to your health and wellbeing program goals. It can also provide a record that will help others to run similar events or activities.

ACTIVITY/EVENT TITLE:	
DATE: / /
TIME:
WHICH HEALTH TOPIC DID THE EVENT/ACTIVITY RELATE TO?	
WHAT TYPE OF ACTIVITY/EVENT/PROGRAM TYPE WAS THIS? Once off (single session) e.g. seminar/expo/workshop/demonstration Challenge Short course (online, workbook or face-to-face) Ongoing event (e.g. activity group/class) Other:	
WHO RAN THE ACTIVITY? Internally run – Name: External provider or service – Name: Comments/ Feedback on provider used? Other, describe:	



Government of South Australia

Wellbeing SA

For more information:
healthyworkplaces.sa.gov.au
E: healthyworkers@sa.gov.au



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PARTICIPATION

Number of participants:

Who was invited to attend?

All employees

Wider community/family

Workplace management

Specific employee group (specify)

Other (specify):

Comments/feedback from participants:

ORGANISER COMMENTS:

Did the event/activity run as planned? Yes No
Why/why not?

Did the intended audience attend? Why/why not?

What went well?

What could be done differently next time? (Consider venue, timing, promotion, provider)



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BUDGET:

What was the planned spend for this event? \$

What was the actual spend for this event? \$

COMPLETED BY:

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