



Plan Your Event

Work in Balance is not a one-size-fits-all event. With celebrations taking place across schools in Pennsylvania, activities can be tailored to your staff's interests and wellness needs. This event is very flexible to the size of your group and can have everyone doing the same activity or be organized in stations that participants can voluntarily attend. The following are several planning ideas:

First-Time Event Tips

1. **Start Small (or Big!):** Whether it's a relaxing yoga session or a full day of wellness programming, every step towards prioritizing staff well-being matters. Begin with what's manageable and grow your event over time.
2. **Plan Early:** When possible, begin organizing your event at least 6–8 weeks in advance. It is ideal to host this event during an in-service day. After securing your date, reserve spaces and connect with local partners such as health coaches, therapy providers, or financial educators.
3. **Get Administrative Support:** Gain approval from your principal or superintendent. Present a simple outline and emphasize how this supports staff retention, morale, and health.
4. **Build a Team:** Don't plan alone! Recruit a wellness committee of staff members to brainstorm activities, spread the word, and help with logistics.
5. **Make It Inclusive:** Design your event so that all staff members—teachers, aides, custodians, cafeteria workers, and administrative staff—can participate. Offer a variety of physical and non-physical activities throughout the day.
6. **Offer Incentives:** If possible, provide small wellness-themed giveaways (like mindfulness items, gratitude journals, or healthy snacks) or raffles for larger prizes.
7. **Communicate Often:** Share a "Save the Date" 4–6 weeks before the event, followed by reminders via email, intercom, posters, and staff meetings. Consider adding wellness tips leading up to the event!
8. **Partner with the Community:** Reach out to local yoga studios, massage therapists, gyms, financial advisors, or food trucks—many will offer discounted or free services for schools.



Work in **BALANCE**



Sample Activities to Include

- Morning Fuel Station: Offer a free healthy breakfast or smoothie bar.
- Keynote Speakers: Bring in a motivational or mental health speaker to kick off the day.
- Group Fitness: Kickboxing, yoga, Zumba, or walking clubs.
- Mindfulness & Relaxation: Guided meditation, breathing workshops, or stress-relief coloring tables.
- Sleep Wellness: Invite a speaker to share tips on improving sleep hygiene.
- Financial Literacy: Host short workshops on budgeting, debt management, or retirement planning.
- Pet Therapy: Coordinate with a local animal therapy program for staff visits.
- Giveaways & Raffles: Mindfulness kits, massage gift cards, reusable water bottles, and more!

Additional Celebration Ideas

- Create a “Gratitude Wall” where staff can write notes to each other.
- Distribute self-care kits (tea bags, lotion, affirmations).
- Host a calm-down lounge with relaxing music and low lighting.
- Ask staff to anonymously write down wellness wishes or goals and hang them on a “Balance Tree.”
- Have a photo booth or positivity board to capture memories of the day.

For more ideas, explore the [PRO Wellness Pinterest Board for Work in Balance](#)

Resources

- [CDC Tips for Promoting School Wellness](#)
- [CDC Worksite Health ScoreCard Manual](#) - Survey tool to measure the health environment of a workplace
- [Society for Public Health Education School Employee Wellness Toolkit](#)
- [Child Trends Toolkit for School Systems to Advance Comprehensive School Employee Wellness](#)
- [Creating a Culture of Care: A Guide for Education Leaders to Develop Systems and Structures That Support Educator Well-Being](#)



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