



Workplace

Promotions Worksheet

The 5210 Healthy Military Children Promotions Worksheet is a tool to help POCs plan promotional materials to run the healthy messaging campaign. Below you will find a list of suggested items to order from DLA printing services on the installation, or your local printing company. Be sure to ask for bulk order discounts and, if calling a local company, military discounts.

Use this worksheet to get an estimate of promotional items to order. There is a suggested type of unit, or audience, listed for each item and a suggested number of items per unit. Decide how many units are on the installation, multiply by # of units, and list under total.

Workplace Toolkit Item	Type of Unit	Per Unit	# of Units	Total
Guide for the Workplace	Workplace	1		
Tips for the Workplace	Workplace	1		
Tips for the Workplace Movie Poster	Refreshment Areas	1		
Tips for the Workplace Wall Poster	Entrance	1		
Healthy Food and Beverage Guidelines for Meetings and Occasions	Supervisors	1		
Alternatives to Food Rewards	Supervisors	1		
Instituting Vending Guidelines	Supervisors/ Vending Machine	1		
Smarter Workplace Cafeterias	Cafeteria	1		
Active Meeting Guidelines	Supervisor	1		
Walking Meeting Guidelines	Supervisor	1		
Promote Taking the Stairs	Supervisor	1		
Healthy Messaging	Supervisor/ Adminstrator	1		
<i>Additional promotional item ideas that can help promote 5210 Healthy Military Children messaging campaign. Look to purchase through local or online printing companies.</i>				
Tote Bags	Workplace	30		
Pens	Workplace	50		
Magnet Calendar	Cafeteria/ Workplace	30		
T-Shirts	POC/ Supervisor	1		
Water Bottle	Workplace	30		