

Sacramento City USD

Thursday, November 16, 2017

BASIC EVENT INFORMATION

Event Type	Basic Package (non fasting): Total cholesterol, HDL, Glucose and Blood Pressure
Event Date & Time	12/13/17 - 11-4:00pm
Setup & Takedown Times	Setup at 10, takedown by 4:30pm
Event Address	Serna Center 5735 47th Avenue Sacramento, CA 95824

SITE ACCESS AND ENTRY LOCATION

Parking Instructions	none
Security	Please sign in with receptionist 5735 47th Ave. Sacramento Serna Center Community Rms.
Specific Event Location	

PARTICIPATION ELIGIBILITY

Estimated Participation	100
Who is Allowed to Participate?	Active employees (no retirees or dependents)
How Will They be Identified?	Active employee list

CONTACT INFORMATION FOR THE DAY OF THE EVENT

SCUSD Who Will be Onsite	Martine Kruger: 916-643-7903 cell: 916-224-9950
Provider Team Lead	Sharon Thompson: 916-977-3053 cell: 916-835-5422
Event Coordinator	Jennifer Juniega: 408-361-2047 (o), 510-381-4764 (c)
Other: "Step into wellness" Coordinator	Cathy Rasmusson: 916-835-7843 *Main point of contact
KP Account Management	Debbie McConathy: Oscar Ruiz: (510) 625-3385

LAYOUT, MATERIALS, AND SET UP

Event Room Layout and Flow	3-4 tables, 8 chairs + extra chairs for waiting 5 tables, 12-15 chairs for registration, screenings & wellness consultation 3 nurses, admin, health educator (wellness consultation) 1 table and 2 chairs for account management (not near screenings) Online scheduler instructions provided Online scheduler for will close on Dec 11th at 5pm
Scheduling System Being Used?	Jenn will send appointment list to Sharon and Keyshun/Martine Jenn to send screenshot of view of when online scheduler is closed
Materials Provided by Customer	5 tables, 12-15 chairs for registration, screenings & wellness consultation

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Materials Provided by Provider

Need to plug in router for iPads, supplies, consent forms (done on iPads)

Promotional Materials Needed?

Yes - include online scheduler link

ADDITIONAL NOTES

- 1 health educator available for optional wellness consultation (more in-depth discussion following the screening). This is a service where a health educator will review screening results in detail with each participant and
- discuss ways to address abnormal results, lasting from 5-10 minutes per participant. Note that this is different from Results Briefing which is included as a standard feature of all screenings, where a clinician reviews results with participant for about 1-2 minutes.
- Aggregate report available if at least 30 participants
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2017 Terms and Conditions:

Fees

- Total fees may vary by event, based on actual participation, event duration, staffing, event hours, travel fees, class customization, etc. Estimated event fees will be provided when event is scheduled. Total actual fees will be detailed on post-event invoice.
- Additional staffing fees apply to services provided weekdays after 6 p.m. and before 7 a.m., and any time during weekends.
- Additional fees may apply for nonstandard event duration and/or nonstandard staffing levels.
- Travel fees may apply, depending on event location, and will be quoted when event is scheduled.
- All screenings and flu clinics, whether priced hourly or per participant, are subject to a three-hour minimum, billed at \$75 per staff hour. The full hourly rate will be charged for any partial hour.

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	<ul style="list-style-type: none"> Wellness consultations are subject to a three-hour minimum per consultant. Screenings will be charged the minimum of 30 participants (40 for flu shot clinics) or 80 percent of estimated participation, whichever is greater, plus any additional fees if applicable. Class participation is limited to 50 unless otherwise arranged at time of scheduling. Additional fees may apply. Additional fees may apply for customized classes and supplemental class materials and will be quoted at the time of scheduling.
Scheduling Guidelines	<ul style="list-style-type: none"> All service requests must be submitted at least six weeks in advance in order to comply with permit application deadlines and staff scheduling lead time. Requests submitted with less than six weeks' notice will be accommodated if possible but are not guaranteed. Requests to increase number of attendees or event duration within 10 business days of event will be accommodated if possible, though they cannot be guaranteed. Premium freight fees and supplemental staffing fees may apply. Requests to decrease number of attendees or event duration within 10 business days of event cannot be accommodated. In such cases, billing will be based on most recent participation estimate and event schedule provided before 10-business-day cutoff. Requests to change event type within 10 business days of event date will be accommodated if possible, though they cannot be guaranteed. If requested changes cannot be accommodated, customer may reschedule, subject to rescheduling fee described below, or proceed with services confirmed before 10-business-day cutoff.
Cancellation and Reschedule Policy	<ul style="list-style-type: none"> If a confirmed event is canceled with less than 10 business days' notice, 50 percent of the total estimated event fees will be charged. If a confirmed event is canceled with less than five business days' notice, 100 percent of the total estimated event fees will be charged. If a confirmed event is rescheduled with less than 10 business days' notice, 25 percent of the total event fees will be charged in addition to actual cost of rescheduled event. Rescheduling requests are subject to the six-week lead time described above. Rescheduling requests with less than six weeks' notice will be accommodated if possible but are not guaranteed.