

Organizing a Workplace *in motion* Walking Rally

Why a Walking Rally?

Organizing a Workplace *in motion* Walking Rally event is a great way to:

- increase awareness of the benefits of physical activity
- encourage and facilitate participation in a larger event
- increase awareness of your Workplaces *in motion* initiative
- provide a fun way for employees to get moving

How a Walking Rally Works

The Workplaces *in motion* Walking Rally encourages individuals and small teams of co-workers to get out and get active by walking along a designated route in your area over their lunch breaks. If you have multiple offices, consider holding simultaneous events so that all offices can participate. At the start of the walk, each team will be given a one-page handout with questions or clues that can be easily answered as they walk the route.

It is a good idea to establish two routes: a shorter route for those who have a shorter lunch break or who may not want to walk a longer distance, and a longer route for those who have a bit more time or who want that extra challenge. In the case of poor weather, be sure to pick an alternate route if you are located close to an indoor walkway system, mall, building with halls like a school, recreation centre or arena. If you do not have access to a facility where participants can walk inside, be sure to have a rain date ready.

Suggested Route Guidelines

	Shorter Route	Longer Route
Approximate distance	1.25 kms	2.25 kms
*Approximate time	15-20 minutes	30-40 minutes

**Approximate time is based on the average walking speed for flat ground, which is 5 kilometres/3 miles per hour.*

A Workplace *in motion* Walking Rally is not competitive event for points or for the fastest time. It should be inclusive, accessible and fun so participants can walk at their own pace and enjoy each other's company.

Because workplaces have a wide range of lunch breaks of varying lengths, organize your event to accommodate a variety of start times. Try organizing a group warm-up and stretch. Begin your rally each half hour, for example, starting at 11:30 a.m. until 1:00 p.m.

To recognize employees' participation in your walking rally, consider offering a random prize draw at the end of the event, selecting lucky winning participants. For more information on *in motion* promotional materials and merchandise, contact **Manitoba *in motion***.



Organizing Your Workplace *in motion* Walking Rally Event

First, you need to choose a date for your event. As the Workplace *in motion* leader for your workplace, you will need to promote the rally to your coworkers and help answer any questions they may have. Below is a week-by-week guide to help plan a successful walking rally at your workplace!

Your Week-by-Week Planning Guide

	Week	Tasks
Pre Event	Weeks 1 & 2	<ul style="list-style-type: none"> • Choose a date for your walking rally. • Begin promoting the Workplaces <i>in motion</i> event with emails, on the company website, memos, posters, pay cheque inserts, at meetings, etc. Build excitement and momentum. • Make registration forms readily available on your website, in the lunch room, at reception, etc. • Begin to recruit/sign up participants (individuals and teams). Keep track of who is participating in the event, for example, add participants to a spreadsheet for easy access closer to the event. • If you choose to have prizes for your rally, collect prizes for participants and assemble prize packages.
	Week 3 – Day of the Event	<ul style="list-style-type: none"> • Send out a reminder notice to those that signed up to participate. Send an e-mail or place a reminder in the mail box. • Specify alternate indoor route in case of rain, or indicate rain date for the event.
	Week 4	<ul style="list-style-type: none"> • Distribute prizes (if you choose) to random draw winners. • Ask participants for feedback on what worked, what didn't and how you can make your next walking rally even better. • Celebrate your success – write a short summary of your event and post on company website, or in lunch room congratulating all participants for getting "in motion". • Start planning your next rally.
	Post Event	

Sample Registration Form

Workplaces *in motion* Walking Rally ~ ADD DATE AND LOCATION OF YOUR EVENT ~ Sign Up Sheet

Office location: _____

Name: _____

Phone: _____

Email: _____

Registering a Team:

Team Name:		Long or Short Route?	
*1		<input type="checkbox"/> Short <input type="checkbox"/> Long	
2		Start Time? <input type="checkbox"/> 11:30 am <input type="checkbox"/> 12:30 pm <input type="checkbox"/> 12:00 noon <input type="checkbox"/> 1:00 pm	
3			
4			
5			

*

The first person listed will be your Team Captain – on the day of the event, registration packages will be listed under the name of your Team Captain.

Registering as an Individual:

Name:	Long or Short Route?
	<input type="checkbox"/> Short <input type="checkbox"/> Long
	Start Time? <input type="checkbox"/> 11:30 am <input type="checkbox"/> 12:30 pm <input type="checkbox"/> 12:00 noon <input type="checkbox"/> 1:00 pm