



### **What is an Event Champion?**

An event champion is someone who helps the Employee Wellness Coordinator in facilitating and organizing a specific event for the Employee Corporate Challenge. The event champion duties are specified below.

### **What are the key duties of an Event Champion?**

Employee Corporate Challenge (ECC)

- Organize the day of the event between the end of March and the end of June
- Create the schedule for the day of the event
- Ensure everyone signs a waiver in order to participate.
- Submit the winning team roster and team captain name and contact information to the Employee Wellness Coordinator
- Submit the waivers of all participants to the Employee Wellness Coordinator
- Book a facility finding the cheapest option possible
- Send the Employee Wellness Coordinator the date and time of your event
- At the end of the event send the Employee Wellness Coordinator the total number of participants, total cost of facility, and total cost of food/ beverage for event
- Inform all participants of event rules and ensure they are the same rules as the actual Calgary Corporate Challenge
- Allow every employee the opportunity to participate even if they do not have any experience
- Must attend an event champion meeting
- Must schedule in an opening speech at the event to be made by the Employee Wellness Coordinator (if Employee Wellness Coordinator is unable to attend the event, the champion must read the script provided to them)
- Must ensure participants know the event is organize and supported by the City of Calgary Wellness Team
- Communicate to all participants you are representing the City of Calgary and to conduct themselves accordingly

If you require any assistance at all please contact Brittany Jones (Employee Wellness Coordinator) at [wellness@calgary.ca](mailto:wellness@calgary.ca) .