

Guidelines for Posting to LifeWorks Healthy Living Events Calendar

1. All organizations wishing to add to the calendar must complete the Healthy Living Events Calendar form located in the Events section of the LifeWorks website www.lifeworks4health.org
2. The Healthy Living Events Calendar will be updated on an ongoing basis as new and/or updated submissions are received.
3. All LifeWorks partners can have events posted to the Healthy Living Events Calendar, providing the events:
 - i. address the OHHP: Taking Action For Healthy Living population objectives, or
 - ii. fall within LifeWorks' vision and mission.
4. Fundraisers are acceptable events to be posted on the calendar, providing they:
 - i. address the OHHP: Taking Action For Healthy Living population objectives, or
 - ii. fall within LifeWorks' vision and mission.
 - iii. minimum funds required for participation in the event must not be in excess of \$100.00 per person.
5. Partners may also provide flyers, about their event, as a pdf file for distribution as an attachment with the list. Maximum size of PDF files are 1.5MB. Anything larger than 1.5MB will not be accepted. Please submit your PDF to LifeWorksCoordinator@hpechu.on.ca . Please name your PDF the same as your event title.
6. Committee and working group meetings will not be posted on the Healthy Living Events Calendar.
7. Events not falling within the LifeWorks program will be considered on a case-by-case basis.
8. All entries to the calendar are subject to the approval of the LifeWorks Coordinator.

