



LOCAL CELEBRATION PLANNING WORKSHEET

The Robert Wood Johnson Foundation (RWJF) and University of WI Population Health Institute (UWPHI) are excited you’re planning a local event to celebrate winning the *RWJF Culture of Health Prize*! The event is an opportunity to “bring the Prize home” – to engage your local partners and community members in celebrating and reflecting on your accomplishments! The event is in your hands – we want to provide you with maximum flexibility so you may best leverage this honor to advance your collective momentum. That said, we encourage you to reach out to us with any questions you have.

To receive the \$3,000 in funding that is available to support your local celebration, please submit the following documents:

1. **This completed worksheet to Devarati Syam, UWPHI, at: Devarati.Syam@match.wisc.edu.** The information you provide will help us understand your plans and assist you with any questions or requests. *Please submit this worksheet at least one month before your event.*
2. **An invoice for \$3,000 to Patrick Cutrona, TSNE MissionWorks, at: pcutrona@tsne.org.** The invoice should indicate the payment is for "Services to inform and educate community members about the RWJF Culture of Health Prize." (A sample invoice is attached to the email you received.)
3. **A current [Form W-9](#) for the organization receiving the funds to Patrick Cutrona at: [secure email](#)** (including tax identification number for the recipient organization). Please see question 11 below to determine if the recipient organization may already have a completed Form W-9 on file with TSNE MissionWorks.

Community Name: Garrett County, Maryland

Questions		Plans, Questions & Comments
1	What is the date and time of your event and where will the event be held?	There will be two events: This planning sheet is for our “ <u>Community Give Back Event</u> ” @ Garrett County Community Aquatic Recreation Complex (CARC) – Scheduled for Tuesday, January 18th, 2018 from 5:00 to 8:00 PM
2	What is the goal of the event?	The “Garrett County Gives Back” event is designed to build off the press and opportunities presented through the accomplishment of being designated a Robert Wood Johnson Foundation 2017 Culture of Health Prize community. The goal of the event is to assist vulnerable

		and at-risk populations in Garrett County by providing food vouchers to families in need and creating coordination opportunities to assist families in accessing available community services through personal communications and on-demand via the Garrett County Resource Guide. Additionally, families will have the opportunity to participate in a FREE community swim at the CARC.
3	What are the format and/or agenda for the event? (Feel free to attach in a separate document.)	<p>The Garrett County RWJF Culture of Health Prize Celebration Event will be an inclusionary, community-centric event that is composed of an open family swim at the CARC (Community Aquatic and recreation Center) facility, informal screenings of RWJF Culture of Health Prize marketing collateral (videos, photos, stories, etc.) and a food giveaway to Garrett County residents struggling with food insecurities.</p> <p>4:00-5:00pm Set-Up 5:00-6:00pm Voucher Line Formation, Community Education, Materials Distribution, Video presentation. 6:00-8:00pm Community Voucher Distribution, Resource Coordination, FREE Community Swim 8:00-8:30pm Clean-Up</p>
4	Who do you expect to attend the event (e.g. community members, leaders of specific organizations)? How many people do you anticipate?	Up to 300 community members may attend the event in total. Community leaders from the Health department, hospital, County Government, FQHC and Board of Education will attend however, the leadership event held in February will specifically target organizations and leaders.
5	Who will be leading the event planning?	Bob Stephens, MS – Garrett County Health Officer Robert.stephens@maryland.gov
6	Who will be speaking at the event? If schedules permit, would you like to request a RWJF or UWPHI staff member to take part?	<p>Members of the team who participated in the Celebration held at the RWJ Foundation in October. Steve Putnam, Chairman of the Garrett County Health Planning Council. Local Management Board staff and members.</p> <p>Staff from RWJF are invited to attend this event; however, it may be more appropriate for them to attend the Leadership Breakfast being held on February 20th. (See additional planning form)</p>
7	Will policymakers (e.g. members of Congress, County Boards, City or Council) be invited?	No. Policymakers and community leaders are being targeted for the Leadership Breakfast being held on February 20 th .

8	<p>What plans do you have for promoting the event? Will media be invited?</p>	<p>Garrett County representatives have formed a digital group on MyGarrettCounty.com to coordinate the dissemination of the RWJF Culture of Health Prize marketing collateral components. The digital group will also be used to coordinate and promote the celebration event by expanding upon the existing multi-sectoral cohort to include additional stakeholders. Local media will be invited. The event may be great opportunity for the RWJ Foundation to film as an example of a community celebration to share with future award winners.</p>
9	<p>Is there anything else you'd like RWJF or UWPHI to know as you continue to develop your plans?</p>	<p>During our team debriefing, we discussed that it would be nice if RWJF could provide some examples of community celebrations as part of their training for prize winners.</p>
10	<p>Do you have any questions for RWJF or UWPHI?</p>	<p>(See individual form boxes above)</p>
11	<p>Do you have to submit a W-9 form to receive payment? If the organization receiving the funds for the Prize local celebration is the same organization that received the site visit payment earlier in 2017, you do not have to complete an additional W9 form. If the organization receiving the funds for local celebration is different from the organization that received the funds for the site visit, please submit a W9 form to receive funding.</p>	<p>The W-9 for the Garrett County Health Department is being provided.</p>



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Community Name: Garrett County, Maryland

Questions		Plans, Questions & Comments
1	What is the date and time of your event and where will the event be held?	There will be two events: This planning sheet is for the Garrett County Culture of Health Leadership Breakfast Scheduled for Tuesday, February 20th, 2018 from 8:00 to 11:00 PM at WISP Resort
2	What is the goal of the event?	The goal of the Garrett County event is to inform, educate and empower traditional and nontraditional community stakeholders to inherit, utilize, and promote the core values of the RWJF Culture of Health program.

3	What are the format and/or agenda for the event? (Feel free to attach in a separate document.)	<p>This Leadership Breakfast Garrett County RWJF Culture of Health Prize Celebration Event will include educational activities that includes the Garrett County Culture of Health video that engage critical community stakeholders including; state, regional, and local officials, agencies, businesses, active community groups, etc. and provide resources to propel the disseminations and recognition of the RWJF Culture of Health Prize. The event will also have breakout groups formed along interest areas for engaging non-traditional partnerships that increase the overall health and wellness of the community.</p> <p>Additionally the 2018 Garrett County Health Fair being held on April 14, 2018 will also use the theme of a Culture of Health.</p>
4	Who do you expect to attend the event (e.g. community members, leaders of specific organizations)? How many people do you anticipate?	We are targeting approximately 50 individuals from government (state, regional, and local), agency representatives, private businesses, and community stakeholder groups.
5	Who will be leading the event planning?	Bob Stephens, MS – Garrett County Health Officer Robert.stephens@maryland.gov
6	Who will be speaking at the event? If schedules permit, would you like to request a RWJF or UWPHI staff member to take part?	<p>Members of the team who participated in the Celebration held at the RWJ Foundation in October. Steve Putnam, Chairman of the Garrett County Health Planning Council.</p> <p>We would like staff from RWJF to attend this event.</p> <p>Plans are still in development to determine whether a panel or individual speakers should be prepared for the pre-session.</p>
7	Will policymakers (e.g. members of Congress, County Boards, City or Council) be invited?	Yes, State, County and municipal elected officials. (The event is being held during the Maryland Legislative Session, thus our local delegation will be unable to attend.
8	What plans do you have for promoting the event? Will media be invited?	Garrett County representatives have formed a digital group on MyGarrettCounty.com to coordinate the dissemination of the RWJF Culture of Health Prize marketing collateral components. The digital group will also be used to coordinate and promote the celebration event by expanding upon the existing multi-sectoral cohort to include additional stakeholders. Local media will be invited. The event may be great opportunity for the RWJ Foundation to film as an example of a community celebration to share with future award winners.

9	Is there anything else you'd like RWJF or UWPHI to know as you continue to develop your plans?	During our team debriefing, we discussed that it would be nice if RWJF could provide some examples of community celebrations as part of their training for prize winners.
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