

## Success Checklist: Hosting a NHFD Class

*The following are considerations that NHFD and supporting organizations recommend.*

### Success Checklist: Legal: Waivers, Insurance, Certifications, and Licensing

- Certifications and CPR: Ensure you are in good standing
- Liability: Print our form from [www.gympass.ca](http://www.gympass.ca) to bring with you on the day of the event
- Insurance: Are you insured? [CanFitPro Members click here](#) or [for general for Gallagher insurance click here](#)
- Music licensing: Ensure you have the licensing rights for music you are using

### Success Checklist: Finding a space

- Street or Park Classes: Check your City website on the process for any necessary approvals
- If you live in a building, consider a shared outdoor space you can use or rent?
- Have a contingency plan if the weather is bad

### Success Checklist: Technology

Please be aware of your noise level in public spaces so that everyone is able to enjoy the space. Consider running your class away from nearby homes and always adhere to noise bylaws.

- How will you play music? Some ideas:
  - Bluetooth speaker
  - Car audio (please don't idle!)
  - Contact a local sound shop
- Do you need a microphone? Some ideas:
  - Contact a local sound shop
  - Contact a local gym to see if they will rent out the microphone
- Ask a techy friend to help you on the day of so you can focus on delivering the workout

### Success Checklist: Getting Participants and Marketing

COVID-19 Restrictions: be sure to limit participation numbers based on the restrictions in your city.

- Register your class on [www.gympass.ca](http://www.gympass.ca)
- Social Media
  - Create an event page – invites, event day information etc.
  - Tag and invite neighbourhood groups or associations and your City
- Print Marketing
  - Drop off flyers in your neighbour's mailboxes
  - Post in your building's lobby
- Local Media
  - Reach out to local paper, radio, and recreational centre to be added on events calendar
  - Reach out to local City Council, Mayor, your provincial Member of the Legislative Assembly (known as MPP, MLA, MNA, or MHA), and your [MP \(Member of Parliament\)](#) to invite them!