

Best Body Countdown Kick-Off checklist



- Greeter/registration table: When people arrive we have everything lined up neatly for them to pick up and if you are using the clear frosted bags I sent, the big 52-logo circle shows through the bag and looks sharp.
- Laptop and/or tablet(s) for registration, if applicable. Give book and program materials.
- Ideally have a laptop open to our Best Body Club Facebook page so they can request access to join the Best Body Club.
- Space off to the side with pens where they can fill out top section of page 30 in the book.
- Charged smartphone or tablet to take card payments, and for cash payments - change in a zip-case
- Good quality scale and volunteer for weigh-in and back-up batteries if applicable.
- Soft measuring tape for 2 measurements in a somewhat private space of a room. "Exact" personality fits best here. Ideal to bring a standing mirror for measuring tape visibility around the backside of participant (to make sure tape is level). For waist measurement: "please put your finger to your naval." For men, this is where you want to measure, for women, it's typically a couple inches below where they want to see the change, unless obese. Measure how far down from naval you are before going around the waist, and note that in their book on page 30.
- Mirror (optional, but suggested) for viewing even-ness of the measuring tape around the back of the person during measurements.
- Plank timing: exercise mat or towel (or 2), timer/stopwatch, person to time them that has carefully reviewed the proper form on page 31 (I do 2-3 people at the time). If you are doing many at once: "say TIME when you are down and I will call out your time." If doing just a few: "I will stop your timer when your bottom comes up or if your hips swoop down, or when you say TIME." Remind them not to stress if it's not long...progress is the goal.
- Charged camera or phone and volunteer for "before" photos (and a photo of page 30 for records if desired) in an area that is not cluttered - ideally one-color background wall only. Remind them to wear fitted clothes (remove layers) and relax despite their humps and bumps...progress is the goal.
- Plan in place (Dropbox recommended) to keep track of the start-up records (page 30) and their "before" pictures.