

# Wellness day application form

Please complete this form and send it to [wellness@momentum.co.za](mailto:wellness@momentum.co.za).  
 In order for a wellness day to run smoothly, allow a lead time of 4-6 weeks.

## Section 1: Company information

Company name

Physical address of proposed site for the Wellness Day

Province/Town

Postal code

### Company contact person to manage Wellness Day on site

Name

Contact number

E-mail address

Name of room/area where Wellness Day will be held (e.g. Boardroom A1)

Proposed date of the Wellness Day (at least 4 weeks from date of this application form):  DD -  MM -  YY  YY

Time (Note: Wellness event 8:00 - 17:00. If these hours are exceeded or if the event is hosted on a weekend the company will be billed)  :  until  :

Estimated number of employees taking part in the wellness Day: (This is the number of staff we cater for on the day).

How many of these staff members are: Scheme members  Non Scheme members

### General information on the company:

Indicate the total number of staff at your company

Indicate the number of existing Momentum Health/Scheme members at the proposed Wellness day site

Indicate the number of existing Multiply members at the proposed wellness day site

Can Momentum contact staff telephonically to discuss Momentum products after the Wellness day? Yes  No

### Momentum representative

Name

Contact number

E-mail address

## Section 2: Partner information

Please indicate which partners you would like to invite (NB: Partners will only be invited for events of at least 150 participants)

Partner participation is dependent on approval from the partner. Should the partner incur any cost to participate in the Wellness Day, a quote will be provided prior to the day. All providers are arranged through Multiply and the company is advised against arranging the same or similar partner attendance.

Health partners  Virgin Active  Planet Fitness  Dis-Chem

Adventure Boot Camp

Travel partners  Mango Airlines  Protea Hotels  AVIS

City Lodge

Any ad hoc services requested, e.g. massages, will require a deposit of 50% of the quoted price prior to the event.

## Section 3: Assessments

(If no assessments are required for the event, please proceed to Section 5)

The following assessments are available, please indicate which assessments you would like conducted:

1. Health Assessments (HA) at R105.

The HA will be conducted by a nurse or biokineticist and involves testing blood pressure, waist circumference, body mass index, glucose and cholesterol. Testing takes between 10 and 15 minutes, and can take place in an open area or canteen.

2. Voluntary counselling and testing (VCT) at R185

This involves a finger prick test for HIV, conducted by a professional nurse. The test takes 30 minutes. Each nurse requires a private room.

3. Fitness assessments (FA) at R230 for non-Multiply members and R220 for Multiply members

FAs are 45-minute assessments performed by a registered biokineticist belonging to the Virgin Life Care network or the Wellness Coaching Network (Planet Fitness). The assessments take place on a one-on-one basis, and therefore require a private room.

(All prices include VAT)

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## Section 4: Billing information

Trading name	<input type="text"/>																														
Registered name	<input type="text"/>																														
VAT Registration number:	<input type="text"/>																														
Physical address	<input type="text"/>																									Postal code	<input type="text"/>				
Contact person	<input type="text"/>																														
Contact number	<input type="text"/>					<input type="text"/>																									

### Cost of the Wellness Day

#### 4.1 General

The scheme will pay, through the Health Platform, the cost of one screening test per year of up to a maximum of R95 (incl. VAT) for each scheme member that has a screening test done on the Wellness Day. The group/employer will be responsible for the Health Assessment cost of scheme members that have already used the benefit for the particular year.\*

In the occurrence that non-scheme members are to be included in the Wellness Day, please refer to assessment cost in section 3. In the instance where the employer only caters for scheme members, the company would be liable for all non-scheme members participating, irrespective of the communication for the day.

Please note the penalty fees as stipulated below. Participation and cancellation fees are essential in securing the professional services needed to conduct the days. Booking sheets are provided to assist the company in tracking attendance and limiting congestion on the day.

VCT/FA do not form part of the Momentum Health platform benefit and either the company or employee will be liable for the cost.

#### 4.2 Participation fee

On page 1 of this application form Momentum requires an **estimate** number of employees attending the Wellness Day and as our arrangements and cost for the day is related to this number, if less than 70% of the confirmed estimation participates on the day, the company/employer will be liable for this cost for each employee below the 70% line. The participation fee is R95 (incl. VAT) for every non-attendee.

#### 4.3 Cancellation fee

In the event of the Wellness Day being cancelled the following costs will be retrieved from the group/employer: 5 working days before the event, the company/employer will be liable for 50% of the number of estimated attendees at R95 per attendee (incl. VAT). 2 working days or less before the event, the company/employer will be liable for 100% of the number of estimated attendees at R95 (incl. VAT) per attendee.

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## Section 5: Marketing and communication plan

Please select the client's requirements\*:

### Electronic communication:

E-mail communication (teaser, invitation, reminder)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Powerpoint presentation

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### As an alternative to electronic communication:

Posters (make sure that the company allows these to be put up. Not more than 2 posters per event)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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