

INSTRUCTIONS FOR ORGANIZING AN ON-SITE MASSAGE EVENT

AT YOUR OFFICE, DORM, HOUSE, OR OTHER CAMPUS LOCATION

Thank you for your interest in scheduling an On-site Massage Event through the Harvard Wellness Program. We want your event to go as smoothly as possible. As part of our ongoing efforts in this regard, we have developed a quick guide to the process.

SOME IMPORTANT THINGS TO DO WHILE PREPARING FOR THE EVENT:

- Make sure that the space is secured and reserved before finalizing the onsite massage event. Please keep in mind that each therapist will need an 8 foot diameter circle of space in which to work.
- Please schedule the appropriate amount of time for your participants. The length of one massage cannot be less than 10 minutes or longer than 20 minutes. The minimum event length is one hour (will accommodate six 10 minute massage, four 15 minute massages, or three 20 minute massages). If your event is very large you can request multiple therapists.
- Most of the time, a sign-up sheet is the most effective way to schedule participants into time slots. Please feel free to create one for your office or event. There should be no time in between each participant.
- For events longer than three hours, a break of at least 10 minutes for each therapist should be scheduled in (at no charge to you) about half way through the event. Please include this on the sign-up sheet.
- Keep in mind that not everyone invited to the event may want to receive chair massage. In our experience about fifty percent of a given group will want to participate. So please evaluate the interest before securing a given amount of time with our therapists.
- Submit payment via Visa, Mastercard, check or 33 digit billing code in advance of the event (Cash or purchasing cards are not accepted). The therapists do not collect payment at the event.
- If you have any special requests for therapists (male only, female only, one of each, or specific therapist) please make them at the time of arrangement. We will try our best to match your requests.
- We do understand that scheduling changes happen; however, once we have the agreement of all parties, it may be difficult to make changes. Please call the office as soon as possible at 617-495-9629 if you may need to change or cancel the event.

AT THE EVENT:

- If the entry to your building is locked, the therapist will need you to meet them at the entrance to let them in. We would like to provide an office or cell phone number to the therapist in case they have any difficulty getting in.
- Please be aware that the massage therapist will arrive 10 minutes before the start of the event to set-up. Therefore, the room should be ready 10 minutes before the start of the event. The massage therapist will not move furniture, chairs, desks, or tables etc. out of their work area.
- The therapist will bring all the supplies that he or she needs to the event.
- Each participant should arrive a minute or two early of their scheduled time in order to keep the event running on time. The therapist cannot prolong the time slot if someone is late for their scheduled time.
- If there are any concerns during, before, or after the event please do not hesitate to call the office at 617-495-9629 in order to address these.
- The massage therapist will work the scheduled amount of time, but as per the Harvard Wellness Program policy, will not be able to stay any longer than the time arranged.

OTHER HELPFUL INFORMATION:

- All massage therapists are licensed and have extensive training in diverse areas. To find out more about them, review [biographies](#) for each massage therapist on our website, www.uhs.harvard.edu.
- Although gratuities are not accepted, your feedback is always appreciated.
- Please feel free to contact us at 617.495.9629 or at cwhc@uhs.harvard.edu if we can provide any further information.