

# Wellness Fair Request Form



## Employee Assistance Program (EAP)

A wellness fair is an opportunity for your company to provide employees with information about their benefits. The EAP Employer Service Coordinators (ESCs) will schedule an EAP representative to attend your company's virtual or onsite wellness & benefit fair. Technology for virtual events must be provided and managed by your company.

There are three ways to request services:

- 01. **E-mail:** [eshcomments@evernorth.com](mailto:eshcomments@evernorth.com)
- 02. **Phone:** 888-736-1377
- 03. **Fax:** 1-877-420-7066

**Please note:**

- Four (4) weeks advance notice is required.
- Cancellations or changes made with less than 5 full business days' notice will be billed to the Employer Service Hours (ESH) for your company.

**Company information:**

<b>Company name:</b>	<b>Number of employees on-site:</b>
<b>Company Address</b> (including city, state, and zip code)*: <i>*Required field</i>	
<b>Site Contact Name:</b>	<b>Phone number</b> (required for materials shipment):
<b>Email:</b>	
<b>Name and address of contact to whom health fair materials should be sent:</b> Same as above <input type="checkbox"/>	

**Health/Benefits Fair specifics:**

<p><b>Onsite Event</b> <input type="checkbox"/></p> <p><b>Address of the event:</b></p> <p>Same as above <input type="checkbox"/></p>	<p><b>Virtual Event</b> <input type="checkbox"/></p> <p>Does the presenter need video capability?</p> <p><b>Virtual Platform</b> (Webex, Zoom, Adobe Etc.*): *Technology must be provided and managed by your company.</p>
<p><b>Date of Event(s):</b></p>	<p><b>Time(s)</b> (include time zone):</p>
<p><b>Is an EAP representative needed?</b></p>	
<p><b>Number of giveaways needed:</b></p>	<p><b>Number of EAP brochures requested:</b></p> <p>Virtual Brochure Only <input type="checkbox"/></p>
<p><b>Additional information:</b></p>	