



# WORKPLACE EVENT IDEAS

Engage your employees in National Retirement Security Week

Increase awareness about the importance of saving for retirement and encourage participation in your company's retirement plan by hosting a National Retirement Security Week campaign. As part of the campaign, consider hosting a few workplace events. The following list should get you started.

You may also wish to provide employees with an incentive for participating in some or all of these events. Incentives can be as simple as fun-size candy bars, lunch or beverage gift cards, or raffle tickets or points toward a larger prize.

- + Begin by making sure employees understand how much they need to save for retirement. For a quick estimate, employees can use the Retirement Needs Calculator on our website at [www.randall-hurley.com/save-for-retirement](http://www.randall-hurley.com/save-for-retirement). You can print the form and distribute it directly to employees or have them go online and let the computer do the math!
- + Designate one day as "Bring Your Lunch to Work" day. Have everyone eat together and discuss how saving even a little can add up to a lot of retirement savings. Use the poster on our website to promote the event. You can distribute our Savvy Consumer handout or provide the link to all employees. Provide an incentive for those who bring their lunch (for example, bags of seeds with the tag, "We're *rooting* for you!").
- + Conduct a seminar using our pre-made template. This presentation is available in PDF and PPTX formats. Your plan consultant can help you with any questions you have about this material. (You can choose to present all the material at once or break it up over the course of several days.)
- + Invite your plan's investment advisor to speak sometime during the week or provide his/her contact information after discussing the importance of asset allocation and diversification.
- + Have your benefits specialist host a "Coffee & Cocoa" session where employees can ask questions about the retirement plan. He/She can also have summary plan descriptions and enrollment/change forms available.
- + Encourage employees to begin contributing or increase their contributions during the week. Provide a token incentive for those who take action.