PLAN YOUR

Office Wellness

BY SUITE SPA LOS ANGELES



Wellness, brought into the workday.

A professional on-site wellness experience designed to give employees a convenient moment to reset, recharge and return to their day.

WHAT YOUR TEAM CAN EXPECT

QUICK WELLNESS RESET
Designed to fit comfortably into the workday.

PROFESSIONAL MASSAGE
Fully clothed, workplace-appropriate care.

PERSONAL PREFERENCES
Employees choose their focus areas and pressure.

WARM HAND HYDRATION
An optional spa touch that elevates the reset.

CALM, SIMPLE EXPERIENCE
Easy for employees to participate without discrupting their day.

RETURN REFRESHED
A brief pause before getting back to work.

SUITE SPA HANDLES THE REST

- ✓ Professional massage therapist(s)
- ✓ Massage equipment & setup
- ✓ Setup, cleanup & breakdown
- ✓ Linens and wellness supplies
- ✓ Additional therapists for larger teams

Ready to plan your Office Wellness?

Reserve Your Spa Experience

@suitespalosangeles

suitespala.com

1 TELL US ABOUT YOUR WORKPLACE

(Download Fillable PDF)

Company / Organization: _____

Organizer / Coordinator: _____

Role / Department: _____

Email: _____ Phone: _____

Preferred Date: _____ Alternate Date: _____

Office Location: _____

Approx. Number of Employees: _____ Preferred Wellness Hours: _____

What are you planning?

- ☐ Employee Appreciation
- ☐ Workplace Wellness Day
- ☐ Team Meeting / Retreat
- ☐ Employee Benefits / Wellness Program
- ☐ Just Because — Our Team Needs a Reset
- ☐ *Other:* _____

2 WHAT DOES YOUR TEAM NEED?

What would you most like this experience to give your team?

- ☐ A break from the workday
- ☐ Stress relief
- ☐ Employee appreciation
- ☐ Relaxation & recharge
- ☐ Team connection
- ☐ Wellness program support

3 CHOOSE YOUR OFFICE STYLE WELLNESS



Wellness Station

A designated space for scheduled wellness resets.

☐ *This sounds right*



Conference Room Reset

Transform a meeting room into a temporary wellness space.

☐ *This sounds right*



Wellness Lounge

A visible wellness destination for your team.

☐ *This sounds right*

4 BUILD YOUR WELLNESS DAY

How long will wellness be available?

- ☐ 2 Hours
- ☐ 3 Hours
- ☐ 4 Hours
- ☐ 5+ Hours
- ☐ Not Sure Yet

How will employees participate?

- ☐ Scheduled Time Slots
- ☐ Open Sign-Up
- ☐ Walk-Up Participation
- ☐ Department Rotations
- ☐ Not Sure — Help Us Plan

My Team's

Wellness Schedule



Use this sheet to organize participants before your Office Wellness experience. Employees can select their preferred focus area and pressure. Preferences may also be confirmed directly with the therapist before each session.

TIME	GUEST NAME	FOCUS AREA	PRESSURE	DONE ✓
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐
_____	_____	☐ Neck ☐ Back ☐ Shoulder ☐ Hands	☐ Light ☐ Medium ☐ Firm	☐

TEAM NOTES

Number of Participants: _____

Session Length: _____

First Appointment: _____

Last Appointment: _____

Break / Lunch Window: _____

DAY OF CONTACT

Name: _____

Mobile: _____