

### On-site Chair Massage Guidelines

Thank you for your interest in scheduling an On-Site Chair Massage Event through the Center for Wellness. Please review these guidelines to help ensure a successful event, especially if coordinating your first event.

#### Planning & Preparing for the event:

- Confirm that the suitable space is reserved before finalizing the onsite massage event. Please consider that each therapist will need an 8 foot diameter circle of space in which to work effectively.
- Please consider the desired duration of each massage. The time should not be less than 10 minutes or longer than 20 minutes. The minimum event length is one hour (will accommodate six 10 min. massages, four 15 min. massages, or three 20 minute massages). If your event is large, multiple therapists can be requested.
- 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. Please estimate the interest of your group before arranging a specific amount of time with our therapists.
- If you have any special requests for therapists (male, female, one of each, or specific therapist) please make them at the time of arrangement.
- A sign-up sheet is usually the most effective way to schedule participants into time slots, and pass on to the therapist at 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 (at no charge) about half way through the event. Please include this on the sign-up sheet.
- Current costs are listed for "On-Site Massage Therapy" at [wellness.huhs.harvard.edu/site-chair-massage](http://wellness.huhs.harvard.edu/site-chair-massage)
- Confirm total cost and payment method (33 digit billing code, visa/mastercard, check) in advance of the event (cash or pcards are not accepted). The therapists do not collect payment at the event.
- We understand that conflicts may occur, but changes to on-site events can be difficult. Please contact the Center for Wellness as soon as possible 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. We provide an office or cell phone number to the therapists in case of any difficulty entering the building.
- 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 the work area.
- The therapist will bring all equipment and 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 call the office at 617-495-9629.
- 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 therapists are licensed and may have additional specialized training. To learn about the therapists' education, training, and appointment schedules review [website](#).
- Although gratuities are not accepted, your feedback is always appreciated.
- Therapists work over clothes, and do not use any lotions or oils.
- The events that are easiest to schedule are about 2 hours long, with one or two therapists.