

Steps to Offering Chair Massage at your Worksite

“Where is the massage room? I’d love to sign up for one. I have been suffering from fibromyalgia for almost two years and it’s always the worst in the winter months.”

1. Choose a day and time

Select a morning or afternoon when most employees are usually available.

2. Find a massage therapist.

The therapist should be trained and experienced, and able to provide their own massage chair.

- Massage therapist who practice in Minnesota must post and present to each new client a “client bill of rights” and follow a code of conduct that is set out in MN Statutes Chapter 146A: Complementary and Alternative Health Care Bill of Rights: <https://www.revisor.mn.gov/statutes/?id=146a.11> to learn more.
- The City of St. Paul requires that massage therapists working within the city be licensed. To learn more, call the City of St. Paul, (651) 266-8989 or visit the City of St. Paul’s website: <http://www.stpaul.gov/>.
- You may wish to use this [Wellness/Fitness Leader Application](#) as is, or as best suits your agency.

3. Agree upon a price

\$1 per minute for a 10-minute massage works well in the workplace. Agree on how the therapist will be paid. It will be easiest to have employees prepared to pay the therapist at the time of their appointment. The therapist may wish to bring some small bills to make change.

4. Reserve a room

A small room will be most comfortable. Be sure there is space for the therapist to move freely around the chair.

5. Promote

Communicate the opportunity for chair massages through e-mail messages, your agency’s intranet, calendar postings and/or posters. See sample communications below.

6. Prepare for the first class

• Make sign-up sheets

Set them up so that employees can make an appointment for a 10-minute massage, at 15-minute intervals. This gives the therapist a few moments to relax between massages. (People may reserve two consecutive slots. Suggest to the therapist that this may happen and they may wish to charge \$25 for the 25-minute massage.) See sample sign-up sheet below.

- The sign-up sheets can be posted on the massage room door (to encourage a walk to make an appointment) or appointments can be taken on-line or by e-mail.



- **Provide the massage therapist with directions** to the building and room, and parking and security clearance information if necessary.
- **Arrange to have the therapist welcomed** and escorted to the room.

7. Have gift certificates available.

See sample gift certificate below. Chair massages make great gifts for:

- An incentive
- Co-workers can buy for one another
- A thank-you from managers or co-workers

8. Evaluate

- Were the time slots filled?
- Collect and compile all comments.

“Just want to let you know how much I enjoyed the chair massage...I found I was able to return my desk and be very productive afterwards. I would definitely support this sort of offering on at least a monthly basis! Thanks for thinking of creative ways to keep us healthy!”

“This is such a great, healthy, holistic idea at a very reasonable price. I hope it is available again on a regular schedule so we can plan accordingly and indulge in the healthy practices we are to promote and support for the public. Thanks. Way to go!”

Sample Agency Intranet Announcement

A chair massage awaits you!

Don't miss this holiday stress-buster: Sign up for a 10-minute chair massage. Massages are \$10 for 10 minutes.

Who: you, and/or treat a co-worker

What: 10-minute chair massage from a trained, experienced massage therapist

Where and When: 3 days, 3 locations

Freeman Room: Dec 18, 10-12 and Dec 20, 1:30-3:30

Golden Rule: Dec 18, 1:30-3:30 and Dec 20, 10-12

Snelling Office Park: Dec 21, 1:30-3:30

How: Pre-registration varies by location. Please see _____ calendar for the date you are interested in, for details.

Cost: \$10 for 10-minutes. Be prepared to pay the massage therapist directly at the time of your appointment.

Sample Invitation sent through Wellness Committee

Hello Committee Members,

Work Well has arranged for two well-trained and very experienced massage therapists to offer chair massages in our _____ offices.

I hope you will take advantage of this holiday stress buster, and encourage co-workers in your division to do the same.

Details will appear on Intranet and the Calendar, but here they are as well, especially for you!

Chair Massages have arrived!

Who: you and/or treat a co-worker

What: 10-minute chair massage from a trained, experienced massage therapist

Where and When: 3 days, 3 locations

How: A sign-up sheet for an appointment is on the door to each room.

Cost: \$10 for 10-minutes. Be pay directly at the time of your appointment.

Freeman B142: Dec 18, 10-12 and Dec 20, 1:30-3:30.

Golden Rule 449: Dec 18, 1:30-3:30 and Dec 20, 10-12

Snelling Office Park: Dec 21, 1:30-3:30

Sample E-mail Reminder

Chair massages today

... 10 minutes each, from 1:30-3:30 pm.

Please pre-register by signing up on the massage room door, Room 449.

Much more detail can be found on today’s Calendar.

Sample Gift Certificate

*Gift Certificate
is entitled to
10-minute chair massage
Courtesy of
Redeemable*

Sample Sign-Up Sheet

Chair Massage

Sign up for a 10-minute session for \$1

Freeman Building B142

Thursday, December 20

First and Last Name Phone Number

10:00 _____

10:15 _____

10:30 _____

11:00 _____

11:15 _____

11:30 _____

11:45
