HOW TO HOST A HEALTH FAIR CHECKLIST

Before you begin scheduling a health fair – you may want to create a survey designed for your target audience to identify their needs and desires or get some input from key people.

**Overall Goal for success – Keep it simple!**

☐ Identify a chair and co-chair who will lead a health fair committee.
  - Chair and Co-chair will be responsible for administration, clerical duties at sign-in desk and community relations for the entire event

☐ Form a health fair committee (Optional)
  - Organize a planning committee of two to no more than four people.
  - Identify the best ways to reach the target audience. Should entertainment and games be a part of the health fair? Should it be activity-oriented? Should screenings by Catapult or immunizations be offered?
  - Divvy out duties so the Chair is not overwhelmed.

☐ Plan a date 3-6 months in advance of the event (no sooner than 45 days out)
  - Propose the date to Commissioners Court for approval.

☐ Identify a goal
  - Create a theme. Examples include: *Way to Wellness, Keep our County Active,* etc.
  - Brainstorm giveaways, door prizes and vendors related to your theme.
  - Develop and monitor budget, if you have one.
  - Goal Example: “Increase health awareness by providing health screenings, activities, materials, demonstrations, and information,” or “Increase awareness of local, state, and national health services and resources”

☐ Identify the location – Inside vs. outside?
  - Do you have a location with tables and chairs?
  - Do you have a scheduled area with a door to conduct screenings/immunizations if you choose to host any?
  - If outside, do you have a back-up location in case of adverse weather?
☐ Identify potential participating vendors. TAC can assist.
  ☐ Consider consulting with school nurses or nutrition programs, local hospitals/clinics, local
gyms, any sports agencies local to event, immunization suppliers like HEB mobile clinics, etc.
and children’s service agencies.
  ☐ Ask your vendors for door prize donations.

☐ Create a plan and a schedule for the health fair, including opening and closing
times.
  ☐ Plan for set up and clean up for the day of the event.
  ☐ Consider decorations, printing needs, mailings, promotional items and follow-up. TAC can
assist.
  ☐ Consider budgeting for all the above and also coffee, beverages, snacks and permitted snacks
for vendors. TAC can assist.
  ☐ Plan for equipment and electrical needs of vendors.
  ☐ Are tables and chairs available? Is parking adequate?
  ☐ Plan for crowd flow.

☐ Optional: Create at least one map and laminate a copy. This is for participants to
locate booths of interest at the fair, as well as essential services like restrooms and
water fountains.
  ☐ Plan for and obtain supplies, including: garbage cans and bags, tablecloths, pens, pencils,
paper, notebooks, extension cords, tape, scissors and staplers for vendor needs.
  ☐ Make/order sign-in or registration forms
  ☐ Develop/order and distribute posters or flyers for the event. TAC can assist.

2-3 Months before the Health Fair
☐ Reach out to vendors
☐ Reserve the event space
☐ Promote the event to employees using e-blasts, flyers, reminder in commissioners court, or personal
visits to elected officials

1 Month before the Health Fair
☐ Follow up with vendors who have not RSVP’ed
☐ Send out Vendor Needs forms
☐ Notify maintenance of set up
1 Week before the Health Fair
☐ Confirm with all volunteers, vendors, and any other health fair workers.
☐ Print floor plan and program for health fair participants, volunteers, and vendors.
   ☐ Printing too soon can waste resources and require re-dos.
☐ Optional: Make vendor, volunteer, chairman, etc. nametags.
☐ Purchase perishable items and safely store them if providing coffee, beverages or snacks.
☐ Make a list of where volunteers will be assigned the day of the health fair so you can have peace of mind.
☐ Notify maintenance of set up.
☐ Finalize plan for the registration table, sign-in and registration process.

Day before the Health Fair
☐ Set up tables, booths, exhibits, chairs, screenings/immunizations room, etc.
☐ Bring a “be prepared for anything” mindset.
☐ Set up the registration table, including:
   ☐ Sign-in/registration sheets with fields for department and phone number to track employee attendance if desired.
   ☐ Plenty of pens and pencils for participants.
   ☐ Optional: Maps of exhibits and programs.
   ☐ Giveaways (if any).
   ☐ Punch cards with list of booths. Employees who fill out the card are entered into the raffle.
   ☐ Assignment list for volunteers in case they come late or in shifts.

Follow-Up after the Health Fair
☐ Send heartfelt thank-you email/letters to vendors and volunteers.
☐ Check with health agencies doing screenings (if any) to confirm if BCBS can follow-up if necessary.
☐ Determine and document possible improvements for the next health fair.
☐ Report results to the Commissioners Court
☐ Give yourself a pat on the back!
Sample Thank You Letter to Volunteer

Date
Volunteer’s Name
Address
City, State, Zip

Dear:

On behalf of ________County or District, I would like to thank you for volunteering your time and energy to the Health Fair that was held on ____ (date) in ________(city). The health fair was planned and implemented to achieve ________ (goal), and we believe it was a great success, with over _____ (insert number) attendees.

Thank you for your efforts and for your willingness to make a difference in the lives of our county/district employees.

Sincerely,
Sample Thank you Letter to Vendor

Date
Exhibitor’s Name
Address
City, State, Zip

Dear:

On behalf of ________County or District, I would like to thank you for your contribution to the Health Fair that was held on _____ (date) in ________ (city). We appreciate your willingness to offer your information and services during the event. The health fair was planned and implemented to achieve _______ (goal), and we believe it was a great success, with over _____ (insert number) attendees.

Thank you for your efforts and for your willingness to make a difference in the lives of our county/district employees.