



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'd

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.