

CHECKLIST

90 days or more in advance

- Obtain management approval
- Set goals and objectives
- Decide on whether to do it yourself or hire a vendor
- Develop a budget
- Submit proposal to management
- Design theme and concept
- Consider legal issues
- Gather resources
- Form health fair committee
- Plan brainstorming meeting
- Determine content of the health fair
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60 days in advance

- Set date and time
- Select location
- Reserve rooms
- Contact potential providers by mail or phone
- Order supplies and materials
- Coordinate artwork and printing
- Solicit donated items
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45 days in advance

- Confirm all providers
- Check on status of supplies
- Plan layout and flow
- Develop promotion plan
- Create evaluation tools
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30 days in advance

- Distribute "Save the Date" flyers
- Design contingency plans
- Arrange for posters to go up
- Hold a pre-event meeting for all staff and volunteers
- Send maps, parking, and food instructions to vendors
- Send personal invitations to management
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7 days in advance

- Check on room or location
- Stock an emergency supply box
- Obtain an emergency kit and plan
- Prepare name tags and signs
- Double check all supplies and printed materials ordered
- Decide on staff identification and appropriate attire
- Send a countdown reminder flyer
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Health Fair Day

- Set up the night before if possible or EARLY (at least two hours before the health fair is to begin)
- Blow up balloons
- Greet providers and show them to their tables
- Set up registration table with high visibility
- Mark your turf
- Pass out evaluations to everyone — staff, providers, participants
- Arrange for breaks and refreshments for staff
- Open the door and welcome the participants with a SMILE
- Don't worry — BE HAPPY!!!!
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Follow-up

- Have a post-event party or at least a short debriefing
- Send thank you letters to management, staff, providers, donors
- Analyze evaluation forms
- Prepare management report
- Follow up with high-risk employees
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