Health Fair Timeline and Checklist

6 to 12 months before the health fair
___ Obtain approval from senior management
___ Recruit planning committee members
___ Select month/date/time
___ Select theme
___ Select a room that comfortably accommodates the largest possible number of employees and one that they can get to at a convenient time of day
___ Identify possible services, information, exhibits, activities
___ Prepare a budget

3 to 6 months before the health fair
___ Establish time lines
___ Secure commitments from vendors
___ Solicit donated items
___ Secure volunteers (e.g., someone to take pictures, someone to greet/direct vendors, etc.)
___ Reserve the correct number of tables and chairs per vendor
___ Locate electrical outlets
___ Create vendor name displays to be placed at each vendor’s table location
___ Create a vendor needs-assessment form. The form should include event date, setup time, directions, and parking information (included)

3 months before the health fair
___ Order supplies/materials
___ Plan and begin securing prizes, decorations, goodie bags, giveaways, etc.
___ Reserve trash cans
___ Secure parking for vendors
___ Coordinate design and printing of posters, flyers, etc.
___ Consider traffic flow and the potential for waiting lines for screenings
___ Plan layout and flow
___ Distribute needs-assessment form to vendors.
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45 days before the health fair
___ Confirm providers
___ Send personal invitations to management
___ Assign vendor display areas based on electrical needs

30 days before the health fair
___ Begin to promote the health fair to employees
___ Distribute “Save the date” flyers/paycheck stuffers
___ Arrange for posters to go up
___ Hold a pre-event meeting for the health fair committee and volunteers
___ Double-check all supplies ordered

One week before the health fair
___ Confirm attendance with all vendors
___ Make vendor, volunteer, chairman, etc. name tags
___ Purchase perishable items
___ Make list of where volunteers will be assigned the day of the health fair
___ Finalize plan for the registration table and registration process
___ Continue to promote the fair to employees

Day before the health fair
___ Set up tables, booths, exhibits, chairs, rooms
___ Set up the registration table, including sign-in/registration sheets, pens/pencils, name tags
___ Set up food area
___ Make sure there are enough electrical cords, outlets, audiovisual equipment, etc.
___ Begin final promotion of the fair to employees
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Day of the health fair

___ Conduct final promotion of fair to employees
___ Set up as needed
___ Be ready one hour before opening
___ Direct and instruct volunteers
___ Greet vendors at the entrance and familiarize them with important areas
___ Make arrangements for break time and/or lunch for vendors
___ Be sure someone periodically walks through the fair to assess employee/vendor needs
___ Clean up area when necessary
___ Maintain registration and refreshment tables throughout the health fair
___ Make sure to thank vendors, donors of prizes, and employees who volunteered
___ Estimate attendance

Follow-up

___ Collect evaluations to determine how to improve the next health fair
___ Send thank-you letter to exhibitors, volunteers, etc.
___ Determine and document possible improvements for next time
___ Send a follow-up report and results of the employee evaluation to management