

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.



Health Fair Timeline and Checklist

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**



Health Fair Timeline and Checklist

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

