

Health Fair Timeline and Checklist

6 to 12 month 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 month 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. nametags
- 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**



Independence
Blue Cross

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

