

Organize a worksite health fair



Use the checklist below to help you plan your health fair. The checklist includes a timeline so that you can get a good idea of how much time you need to prepare and the types of tasks you need to complete leading up to the event.

6 to 12 months before the health fair

- Obtain approval from senior management
- Recruit planning committee members
- Select month, date, and 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, and activities
- Prepare a budget

3 to 6 months before the health fair

- Establish timelines
- 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 (most *don't* bring their own)
- Locate electrical outlets (very important for screenings)
- 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, parking information, and contact name for the day of the event

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 (most will need easy access to drop off things that morning)
- ___ 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

45 days before the health fair

- ___ Confirm vendors
- ___ 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 (*this is critical to ensure participation*)
- ___ 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, and all other participant 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

Day of the health fair

- Conduct final promotion of fair to employees
- Direct and instruct volunteers
- Set up as needed
- Be ready one hour before opening
- 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 volunteers
- Estimate attendance

Follow-up

- Collect evaluations to determine how to improve the next health fair
- Send thank-you letters 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



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