

## **Binational Health Week 2016 Health Fair Planning Guide**

### **12 to 6 months prior**

- Identify the target population
- Define health fair goals and objectives
- Select the main theme of the health fair
- Select coordinators
- Select members of the planning committee
- Create subcommittees, including: logistics, finance, media and publicity, and health services promotion and provision, among others. Each subcommittee should have its own coordinator who will report to the planning committee
- Select health fair date
- Select and reserve health fair site
- Identify activities and services that will be provided
- Prepare the budget

### **6 to 3 months prior**

- Create a calendar of activities
- Confirm health providers, agencies, community clinics, health professionals and volunteers that will participate in the health fair
- Define health services that will be provided during the health fair, including immunizations, tests, and program referrals
- Define other activities that will take place during the health fair
- Reserve equipment that needs to be rented such as chairs and tables, etc.

### **3 to 1 month prior**

- Request educational material and resources to distribute at the health fair
- Secure a petty cash box
- Reserve trash cans and bags, public rest rooms, etc.
- Create posters, flyers and promotion materials
- Make copies of the registration and evaluation forms
- Obtain written confirmation from participating agencies and organizations
- Send written confirmation to all the participants with the date, time, place and other relevant information about the health fair

### **1 month prior**

- Schedule meetings with the planning committee and all the subcommittees
- Announce the health fair and begin promotion and media campaigns
- Create a blueprint of the health fair site with stations for participant agencies
- Create maps and directions to the health fair site
- Create a list of supplies to buy, such as pens, pencils and markers, staplers, masking tape, etc.

### **One week prior**

- Confirm the attendance of all participants

- Print blueprint maps of the health fair for display
- Create nametags for participants
- Assign volunteer duties
- Finalize the registration process
- Finalize the evaluation process

#### **One day prior**

- Location set up
- Set up registration and evaluation tables as well as the food area
- Check the electric power, water supply, etc.

#### **The day of the event**

- Have everything ready at least an hour before the event
- Give final instructions to participant volunteers
- Distribute registration and evaluation forms
- Clean up site after the health fair

#### **Follow up**

- Send thank you letters to relevant people and organizations
- Track results of health services provided and health referrals
- Evaluate the results of health fair
- Provide recommendations for future health fairs
- Report results and recommendations to the planning committee