



Steps for Developing a Health Fair

1. Select a Chair and committee members 6-12 months
2. Select a date, time, and location for the health fair
3. Schedule planning committee meeting dates, responsibilities for the committee
4. Create a theme for the health fair
5. Develop a list of exhibitors
6. Contact and confirm potential exhibitors 3-6 months
7. Provide written confirmation to exhibitors
8. Plan refreshments and activities
9. Publicize the event 1 month
 - Newsletters
 - Local newspapers
 - Churches
10. Create and duplicate printed materials
 - Xerox-evaluation, printed information, booth signs
11. Plan the logistics
 - Equipment
 - Floor plan
 - Volunteer list
 - Door prizes
12. Set up Day before the program
 - Tables, chairs
 - Equipment
 - Registration
 - Refreshments
13. Monitor the flow at the health fair Day of the program
14. Evaluation
15. Clean Up
16. Tabulate evaluations 1 month after the program
17. Thank you letters to exhibitors/volunteers
18. Follow-up with those who had abnormal screenings
19. Report Health Fair accomplishments to the church administrators, congregation and community
 - Newsletters
 - Local newspapers

Adapted from the Texas Cooperative Extension