**Health Fair TO DO List**

**ORGANIZATION**

* Health fair - ONE day or WEEK fair?
* Book room[s]
* Time to participate – participants get time off to participate? Lunch time?
* Contact strategic affiliates
	+ Company blurb
	+ Company contact information and mailing addresses
	+ Company logo
* Organize strategic affiliates on excel sheet
	+ Parking instructions
	+ Lunch provided [optional]
* Other resources, materials needed [tables, chairs, extension cords, TVs, access to water]
* Brochure organization [optional]
* Door Prize organization [optional]
* Ballots of door prizes [if needed]

**PROMOTION [see promotional tasking]**

* Poster created
* Poster emailed to WC to post
* Email to launch health fair with initial details [ie: sign up sheets]

**SET UP OF EVENT**

* Organization of tables and chairs and other materials
* Place strategic affiliate name cards on tables

**POST EVENT**

* Debrief with wellness committee – what worked, what didn’t
* Send thank you notes to strategic affiliates and others who were instrumental in helping