**Health Fair and Wellness Screenings**

 A health fair with wellness screenings and health promotion resources is designed to provide basic preventive screenings to employees as well as health education resources and literature. Typical services offered at a health fair usually include: booths from various vendors, blood pressure checks, glucose (blood sugar) screenings, and vision tests. Giveaways and incentives are often rewarded to inspire and motivate employees to participate or presented to employees for reaching goals that encourage them to lead healthier lifestyles. Some examples are: gift cards, digital jump ropes, and pedometers. Flyers, posters, or newsletters are used ahead of time to advertise and promote the event.

**Health Fair Planning Guide**

### Six to Eight Weeks before the Health Fair

* Meet with key supervisors to obtain approval and support for plans.
* Establish decision regarding time for attendance.
* Select site, dates, and times. Reserve room(s). Arrange for video equipment (if necessary).
* **Contact LGRMS Health Promotion Services with date, time, and location of the health fair**.
* Identify community resources/agencies or vendors (Appendix J). Begin contacting them for participation.
* Develop timeline and tasks for Wellness Committee members. Recruit volunteers.

**2. Four to Six Weeks before the Health Fair**

* Consult with LGRMS Health Promotion Services to arrange for biometrics testing. Include these steps if the health fair is the forum for introducing and administering the health risk assessment (HRA).
* Plan your food selections for participants and staff (optional).
* Develop floor plan for: stations, booths, tables, chairs, etc.
* Continue to contact community agencies/resources (Appendix J). Obtain a commitment from them to participate. If they are going to participate, ask if they would donate giveaways and prizes.
* Plan a preliminary activity. Use your imagination. THINK FUN!!! For example, favorite healthy recipe, drawing for a prize, etc.
* Begin publicity. Advertise! Put up flyers (Appendix R) and send out e-mails announcing the coming of the health fair or place it in your local government newsletter.
* Arrange for any additional audio visual equipment (if necessary).

**3. Two to Three Weeks before the Health Fair**

* Coordinate with vendors for directions, parking, and materials drop-off.
* Check materials ordered. Make sure they have arrived in proper quantities.
* Send out first flyer to all employees announcing the Health Fair (Appendix R).
* Confirm biometric testing and arrangements with designated contact.
* Finalize floor plan and confirm room, video equipment (if necessary), tables, chairs, etc.
* Obtain all handout copies, collated, stapled, stacked, etc.
* Develop a “duty schedule” – who’s going to do what and when?

**4.** **One Week Prior to the Health Fair**

* Confirm staff/helpers.
* Confirm food arrangements for helpers and volunteers. Include vendors if appropriate.
* Collect office supplies/decorations:

|  |  |  |
| --- | --- | --- |
| * Pencils
* Pens
* Clip Boards
* Paper Clips
* Tape
 | * Stapler
* Paper
* Scissors
* Ruler
* Thumb Tacks
 | * Balloons
* Streamers
* Etc.
 |

* Obtain nametags for staff/exhibitors.
* Have final meeting for Wellness Committee members and volunteers to coordinate last details.
* Send out second flyer to all employees one week before event and then third flyer one day before (Appendix R).

 **5. Day of Health Fair**

* Have employees sign the “Release, Waiver of Liability, and Covenant Not to Sue” form (Appendix S).