

Health Fair Planning Check Sheet

Item	Remarks	Committee Member	Date Completed
Confirm Date & Location	Cost, pre-emption, (also see off-site facility)		
Identify Sources of vendors	Previous like events, referrals		
Informational Material	Brochure about event w/returnable interest card Parking Security Logistical support needs Lunch (if avail) Loading/Unloading Map w/directions		
1 st Letter to Vendor	Announcing Event & informing of pending contact (incl. Brochure)		
Call to vendors			
2 nd Letter to Vendor (w/suspense date for confirmation & need info)	Incl. Parking, security, logistical support needs lunch info)		
Room layout design drafted	Standard health fair or options		
Room logistics confirmed	Tables, chairs, skirts, electrical outlets, trash cans, audio/visual, carpet, etc.		
Volunteers	Registration Q&A Refreshments Lunch (receipt?) Distributing publicity items Set up Clean up		
Refreshments	Napkins, cups, plates, flatware, water		

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Publicity	Logo/Event Identifier Flyers, posters, banners, email, invitations (incl. print time) Signage - tent cards for vendor tables, directions to event, etc.		
Order Bags w/event logo	For donated items/materials		
Badges/Name Tags	Security requirements		
Transportation	If available should be included in publicity items		
Letter to VIPs Finalize room design	Invitation Assign vendor table, etc.		
3 rd Letter to Vendors	Confirmation, loading, map, badges, booth number/room layout, etc.)		
Name Tags	Volunteers, committee members		
Off-Site Facility	Contracts, registration fees, union, deposits, insurance, etc.		
Opening Ceremony	Speaker confirmed, microphone, cake cutting, etc.		
Reserved Parking	Volunteers, vendors		
Miscellaneous	Reimbursement, delivery of items, storage, shipment, loading, unloading, etc.		
Evaluation Form	Collection/deposit, Analysis		

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Letter to volunteers/Committee Members	Thank you		
Contingency Plan	Last minute cancellations, waiting list, etc., volunteer no show.		
Lesson Learned	Binder w/historical information to assist in future events (incl. Amount of time, vendor contact, example of letters, publicity, etc.)		

CDC/ATSDR Association for Professional Women