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I. Form a planning committee

The planning committee should include between two and twelve people. Having more than twelve people can slow the process down substantially. The following can be used as a general guide for committee size:

- Fewer than 300 employees: two to four members
- 300 to 1,000 employees: four to six members
- 1,000 employees or more: six to twelve members

The planning committee is responsible for planning and coordinating the event. The areas that generally need coordination are:

- Exhibitors
- Site logistics
- Budget preparation and management (See a sample list of budget items in the Appendix.)
- Communications/publicity
- Food
- Event evaluation

Duties of the committee may include:

- Setting goals for the health fair
- Identifying the target audience: Employees, employees and dependents, etc…
- Developing a theme
- Developing a timeline for planning: (See sample timeline in the Appendix)
- Creating a health fair schedule
- Selecting a date for the event
- Identifying potential donors, sponsors, and vendors
- Coordinating contacts with all donors, sponsors, vendors, and booth participants
- Assisting with management of the health fair, and making sure that one or more management people are available the day of the fair to “put out the inevitable fires,” welcome participants, assist with sign-in sheets, escort school groups, etc.

By forming a planning committee you are also accomplishing three equally important things. First, a committee increases the likelihood that a majority of the workload is not placed upon one individual. Second, it allows input from different areas of the organization as to the types of activities and information that should be provided during the health fair. Third, it can serve to create a sense of ownership for the event, which may enhance the success of the health fair.
II. Establish goals for the health fair

The types of information provided and activities offered at the health fair depend largely on the goals established for the event. Choosing goals should be one of the first tasks of the planning committee, in conjunction with the organization’s senior management. The following are some examples of health fair goals:

Primary goals:
- Improve the health of the employee population.
- Decrease health care costs associated with modifiable disease states through ongoing education and preventive health programs.

Secondary goals:
- By educating and motivating employees, have an impact on the health of their family members as well.
- Decrease absenteeism related to modifiable health and wellness practices.
- Increase productivity.
- Decrease worksite "presenteeism" (Presenteeism is defined as “being at work but not performing at an optimum level”)

III. Choose a site: health fair site logistics

Choosing a site that can accommodate all of your vendors, as well as health fair participants, can be a daunting task. There are a number of issues that the planning committee must consider when choosing a site for the health fair:

- Choose a site that the largest possible number of employees can conveniently get to at a convenient time of day.
- Determine the facility(ies) that will be used for the health fair:
  - Lunchroom, conference room, break room, hallways, open spaces
  - Locate electrical outlets and assign vendors display areas based on electrical needs
  - Consider privacy and equipment needs for vendors that conduct health screenings
  - Plan the arrangement of exhibitor tables
  - Decide if the health fair will be open to family members
  - Consider safety and security issues for the health fair
  - What areas of the facility will be “off limits” to guests and how will these areas be restricted
  - Consider areas at risk for accidents by children, elderly or others and what steps can be taken to avoid accidents
  - Are there enough exits and are they clearly marked
  - Consider traffic flow and the potential for waiting lines for screenings

- Make it convenient for attendees to obtain information and services available at the health fair:
  - Create a map for attendees to locate information tables, specific exhibitors, and screenings or other services
  - Post signs (or provide handouts) identifying information tables, restrooms, water fountains, refreshments, lost children and exits
— Develop evaluation forms for attendees and/or exhibitors to complete, to get feedback about the Health Fair
— Identify what type of set-up and clean-up will be required (e.g., table setup, electrical extensions, food or refreshments, signage, decorations, etc.)
— Decide whether any entertainment will be available (clown, juggler, children’s band) and ensure it is not disruptive to attendees communicating with exhibitors

Plan for and obtain supplies that will be needed for the health fair:
— Tables and chairs
— Tablecloths and/or table skirts
— Scissors, tape, push pins, easels, etc. for exhibitor posters and sign set-ups
— Pens, pencils, paper for door prize drawings, baskets for door prize slips
— Name badges
— Extension cords
— Plastic bags for attendees to collect health fair materials
— Decorations (balloons, streamers, flowers, etc.)
— Blank poster board to create signs or for affixing posters needed at the last minute
— Volunteer assignment list for the day of the health fair so volunteers can be easily directed to their assigned areas; this list should contain the name of the person(s) responsible for overall set-up assistance or addressing any issues
— Sign-in sheet to track attendance
— Release forms for screenings
— Attendee evaluation forms

IV. Recruit and manage exhibitors

The most important thing to remember when recruiting exhibitors is that the individuals who will be staffing the exhibits are working professionals who have other responsibilities outside of the event. To increase their likelihood of being able to participate, contact them early and have them block their schedule for the day of your event. By securing vendors early, you greatly increase your chances of offering the types of events and activities your planning committee agreed upon during the planning phase. The following are some suggestions for contacting vendors and exhibitors.

— Develop a list of potential exhibitors/vendors, focusing on those that are most relevant to the health problems and interests of your employee group and to your goals for the health fair. (A list of some ideas for health fair exhibits and activities is included in the Appendix.)
— Contact the exhibitors/vendors.
— Send (or fax) a confirmation letter to participating exhibitors/vendors spelling out necessary details about the health fair. (See the sample in the Appendix.) The letter might contain some or all of the following information:
  — Date of the fair, arrival time to set up exhibits, hours open to attendees, location, name and phone number of contact person
- Estimated number of adult and child attendees
- Expectation that displays will be eye-catching and inviting; suggest that vendors offer giveaways or door prizes
- Share a description/map of the layout of the health fair, as well as the location of the vendor’s booth/table
- Instruct the exhibitors to bring signs identifying their organizations, or let exhibitors know if signs will be provided by health fair organizers
- Include instructions on where to park; where to unload display materials; what assistance may be available in moving large objectives from vehicles to the display areas; and what security measures will be in place (e.g., must sign in with security desk, escorts will be provided to enter building, etc.)

- Ask the exhibitors to complete and fax back Exhibitor Needs Forms (See Appendix) that contains the following information:
  - Names of vendor representatives who will be working at the Health Fair
  - Description of any electrical or audio/visual needs
  - Description of space requirements for displaying materials/brochures, placement of screening equipment, etc.
  - Description of information/materials provided to attendees
  - Plans for giveaways, door prizes, etc.
- Let the exhibitors know how you are planning to publicize the health fair to employees to ensure good attendance.

**V. Publicize the health fair**

Without a well thought out publicity campaign, the best health fair can be planned but nobody will ever know about it. Getting the word out to the target audience might seem like a pretty straightforward process but choosing the most appropriate media channels can be a challenging proposition.

- Include the planning committee in determining which media to utilize. There may be “unidentified” resources of publicity that might be effectively utilized.
- Brainstorm how the fair will be promoted. Some commonly used methods:
  - Letter of support from CEO
  - Fliers/posters (See the sample flier template in the Appendix.)
  - Memos
  - Brochures
  - Check stuffers
  - Interoffice mail
  - E-mail blasts
  - Consider promoting the event in advance through television, radio, newspaper, community calendars, etc.
  - News coverage: Invite reporters who cover health and metro news to attend.
  - Alert photo editors to the photo opportunities available.
Explain the range of coverage opportunities to local television producers. These include preview stories on early morning news shows; live reports during noontime newscasts; live reports during “Live at Five” newsmagazine programs; and summation stories during the nightly and evening news. Keep in mind that each of these shows, although broadcast by the same local network, may involve a different producer.

Offer radio reporters opportunities to report live from the event, or offer them sound bites recorded during the event.

Offer to have an on-air television reporter take part in the health screenings offered at the fair in order to demonstrate the value of health care coverage.

Brainstorm other ways to enhance participation.

Advertise giveaways, door prizes and screenings available.

Send a list of exhibitors to employees prior to the event to create interest.

Offer a perk/gift/giveaway for stopping by every booth.

**VI. Evaluate the event**

The final important element in any health promotion endeavor is the evaluation. Evaluating the health fair allows the organizers an opportunity to receive feedback on their efforts and outcomes. This is extremely valuable, especially if you are planning to have another fair in the future. There are two general types of evaluations that are used at a health fair: Exhibitor evaluations and Participant evaluations. Exhibitor Evaluation (See Appendix.)

Exhibitor evaluations can be handed out near the end of the health fair. For confidentiality, ask the exhibitors to deposit the completed forms in a box as they leave. Have participant and exhibitor evaluation forms printed on two different colors of paper so they will be easy to separate.

Other options include interviewing exhibitors as they leave, mailing a survey, or calling them a few days later. Participant Survey (See Appendix.)

Participant evaluations can be handed out as participants register or sign in. The completed forms can be placed in a box as people leave. Another option is to have tables at the doors where people are most likely to exit; hand out the forms there, and ask people to complete them before leaving. Or, have volunteers interview people as they are leaving.

To encourage completion, a prize might be awarded to a person who provides his/her name and phone number on the completed evaluation form. The place for the participant’s name and phone could be at the bottom of the form so it could be cut off and placed in a separate box for the drawing.

Another option is to mail evaluation forms or call a sample of registrants after the health fair. Volunteers could help with this. Be sure you have collected addresses and phone numbers as people sign in. Mailing evaluation forms is not likely to have a good return – expect about 10 percent to 20 percent at best.
VII. Summary
Offering a health fair is a great way to create awareness of potential health risk behaviors and show appreciation of employees. By following a well-thought-out plan and paying attention to planning details, staging a comprehensive health fair can prove to be rewarding and even fun. The final section of this document is an appendix with various forms, evaluations, and tip sheets to further assist the planning committee in making the health fair a success.

Appendix
Useful forms, letters and checklists on the following pages, including:

Health fair budget
A list of the items typically in the budget for a health fair, along with some other budget-related issues.

Committee tasks
A form you can use for listing the Planning Committee’s tasks and who is responsible for each one. At the bottom is a grid for listing the contact information for vendors you want to recruit to provide services at the health fair.

Checklist and timeline and day of event checklist
A sample timeline, which can also be used as a checklist to be sure all preparation is complete, and also a day of event checklist for last-minute double-checking.

Health fair ideas
Ideas for health fair activities and exhibits.

Exhibitor letter and exhibitor needs form
Welcoming letter to exhibitors and form for exhibitors to indicate their needs.

Health fair flier
A template for making your own flier.

Exhibitor evaluation and participant survey
Forms for exhibitors and participants to use in evaluating the health fair.
Setting and managing a health fair budget

Major items that should be included in the budget
- Publicity and promotion costs.
- Rental of tables, chairs, audiovisual equipment, other equipment.
- Decorations.
- Refreshments and lunches for participants, volunteers, and people in vendor booths.
- Permits and insurance requirements.
- Printing.
- Mailing, including promotional and follow-up.
- Screening and other vendor costs.
- Give subcommittees their allocations.
- Set policies for budget management and reimbursement of expenses:
  - Identify the person responsible for writing and signing checks
  - How will deposits for equipment, tables, etc. be handled
  - How will records of expenditures be maintained
  - What are the policies regarding handling cash
  - If there is a petty cash fund, who will maintain and authorize withdrawals
  - What is the deadline for submission of bills after the fair is done

Health fair checklist and timeline

Six to twelve months before the health fair
- Obtain approval from senior management.
- Establish goals and objectives for the Health Fair.
- Select a co-chair.
- Select planning committee members.
- Form and meet with subcommittees.
- Have subcommittees appoint chairs to report activities to the planning committee.
- Identify target audiences.
- Select a theme.
- Select a date and time.
- Select and reserve the location.
- Identify possible services, information, exhibits, activities.
- Prepare a budget.
Three to six months before the health fair

- Establish timelines.
- Secure commitments from health care providers, exhibitors, etc.
- Ask exhibitors, clinicians, and other people working in the Health Fair to reserve the selected date.
- Secure volunteers, including someone who can take pictures the day of the fair and someone to welcome and direct participants.
- Select health screenings and services to be offered.
- Decide on exhibits, activities, demonstrations, etc.
- Reserve rental equipment.
- Reserve tables and chairs.

Three months before the health fair

- Order educational and promotional materials from American Heart Association, etc.
- Plan and begin securing prizes, decorations, goodie bags, giveaways, films, etc.
- Secure cash box; plan for change needs at the fair.
- Reserve handtrucks, carts, etc.
- Reserve trash receptacles.
- Plan to secure trash bags
- Plan to secure tablecloths.
- Develop promotional communications (posters, fliers, etc. to publicize the event).
- Duplicate printed materials, such as registration and evaluation forms.
- Locate and line up needed equipment (chairs, tables, and other necessary supplies).
- Receive written commitments from exhibitors, providers, volunteers, etc.
- Provide written confirmation to exhibitors, including the following:
  - Date of event
  - Time (to set up booth and hours open to public)
  - Location (include a map)
  - General guidelines
  - Title for their booth signs (provided by either committee or exhibitor)
  - Ask exhibitors to bring special equipment, such as extension cords, three-prong adaptors, etc.
  - Ask exhibitors about space and electrical requirements
- Receive written requests from exhibitors for electrical outlets, cords, etc.
One month before the health fair

- Meet with committee chairs to review progress towards implementation of plans.
- Publicize the event with fliers, posters, etc.
- Contact television, radio, and newspapers to publicize.
- Plan booth, exhibits, and classroom locations.
- Make booth signs.
- Make map for exhibitors and participants.
- Make the program, acknowledging exhibitors, volunteers, donors, etc.
- Make a list of items still needed to be purchased.
- Secure the following supplies for the “be prepared for anything kit”:
  - Pens and pencils
  - Felt-tipped markers – large, small, different colors
  - Extension cords
  - Paper clips, rubber bands, tacks, pins
  - Stapler and extra staples
  - Scotch, masking, and duct tape
  - Hammer, nails, pliers, and screwdriver
  - Posterboard
  - Paper
  - Batteries
  - Emergency kit with first aid supplies
  - Trash bags
  - Paper towels
  - Kleenex
  - Camera and film for the volunteer photographer
  - Phone book, exhibitor and volunteer lists with phone numbers, etc.

One week before the health fair

- Implement reminder promotional plan to employees (desk fliers), e-mail, etc.
- Confirm with all participants.
- Print map and program.
- Make exhibitor, volunteer, chairman, etc. nametags.
- Purchase perishable items, safely store, etc.
- Make list of where volunteers will be assigned the day of the health fair.
- Finalize plan for the registration table and registration process.
- Finalize plan for staffing, including command center table.
- Finalize plan for evaluation, including distribution and collection.
Day before the health fair
- Set up tables, booths, exhibits, chairs, classrooms, etc.
- Bring the “be prepared for anything kit.”
- Label the command center table and equip it with the “be prepared for anything kit.”
- Set up the registration table, including:
  - Sign-in/registration sheets, including addresses and phone numbers
  - Plenty of pens and pencils for participants
  - Maps of exhibits and programs
  - “Goody bags” for giveaways
  - Assignment list for volunteers
- Set up the evaluation area, including forms for exhibitors and participants.
- Set up the food area.
- Make sure there are enough electrical cords, outlets, audiovisual equipment, etc.

Day of the health fair
- Set up as needed.
- Be ready one hour before opening.
- Direct and instruct volunteers.
- Collect registrations.
- Collect evaluations.
- Clean up.
- Estimate attendance.

Event checklist
- Are there signs to direct people where to go?
- Are the speaker(s) prepared?
- Has the audiovisual equipment been tested on-site by those individuals who will be using it?
- Is seating appropriate?
- Does the set-up promote an adequate flow of participants to each event?
- Are there enough educational materials and handouts for participants?
- Do you have pens available for participants to complete evaluation forms?
- Do you have raffle tickets for any door prizes or giveaway raffles?
- Set up early.
- Greet vendors and escort them to their exhibit spaces.
# Committee Task List and Vendor Contact Information

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Miscellaneous items

UnitedHealthcare
Follow up after the health fair

- Send thank you letters to exhibitors, volunteers, etc.
- Check with health agencies doing screenings to make sure follow-up is done for all lab results.
- Tabulate evaluation results.
- Determine and document possible improvements for next time.
- Report results to the senior management, exhibitors, media, etc., as appropriate.

Activities idea list

Activities selection
Your health fair should focus on two kinds of activities. To reap the most benefit in terms of health improvement and decreased medical costs, you should include activities that address the most common health problems in your employee population. To get good attendance at the fair, you should include those activities that your employees are most interested in. (These two sets of activities may or may not be the same.) The following comprehensive list of activities has been adapted from The Family Development and Resource Management, Family and Consumer Sciences, Texan Cooperative Extension, The Texas A&M University. While the activities list is extensive, realize that the potential health fair offerings are limited only by the imagination of the committee members and vendors. Once the committee chooses the activities they would like to include in the fair, then the vendors should be selected.

AARP
Contact the American Association for Retired Persons for information on older adult health as well as benefits available to seniors country-wide.

Arthritis education
Contact the Arthritis Foundation (www.arthritis.org) for materials on arthritis and how to care for it.

Back health
Ask a local chiropractor or health care provider to show a display of the backbone and discuss the importance of posture and having a healthy back. If appropriate, let the care provider know he or she can advertise the practice through this booth by giving out free notepads, pencils, etc. with the business information printed on them.

CPR and First Aid
Ask your local Emergency Medical Services (EMS), Emergency Medical Technician (EMT), or paramedic to demonstrate CPR, first aid techniques and give a tour of an ambulance.

Dental care
Ask a local dentist to provide an exhibit or booth on dental care. Ask if toothbrushes, dental floss, etc. could be given away free of charge at the booth. If appropriate, let the dental care provider know he or she can advertise the practice through this booth.
Disability awareness

Have a booth with stations to help others understand how people have to adapt when they become disabled or unable to perform daily tasks due to age-related ailments. Try having participants put cotton balls in their ears and then listen to instructions at each station throughout the booth. Stations could include putting plastic bags tightly over the hands and securing with rubber bands (e.g., arthritic hands), then have participants try to pick up objects; or put socks on their hands and have them try to pick up a dime. Have participants try to pull a sticker off their back without raising their arms above their chests (e.g., loss of flexibility). Have participants put on non-prescription glasses covered with petroleum jelly and try to read a label on a pill or cough medicine bottle (e.g., blurred vision). For those participants with glasses, you can place plastic wrap over their glasses for a similar effect. Use a wheelchair to race around cones or have a race on crutches. Have participants try to read, seeing what a dyslexic individual sees.

Hand-washing

Have a demonstration booth on hand-washing. Put a small amount of glitter on participants’ hands. Let one participant wash their hands in a bowl with soap and one without soap. Show how soap gets rid of the glitter (germs) better than water alone (be sure to have pitchers of fresh water available). Or, put glitter in your hand, shake the hands of participants, and show them how the glitter was transferred. Explain how germs are transferred in this way. (This activity could also be done as a short program, rather than a booth, during your health fair.) You can visit The Soap and Detergent Association Web Site at www.sdahq.org to order the following:

- Clean and Safe — an eight page brochure on cleaning products, disinfecting, storage and safety. Free.
- The ABCs of Clean — a program for preschool children, parents, and teachers on handwashing, surface-cleaning, etc. Comes with posters, games, songs, etc.
- You can also call the (www.glogerm.com) at 800-842-6622 and order their materials which include a light and liquid to show if hands were washed properly. Charges vary depending on which kit is selected.

Home health center

Make a display of the health care medicines, supplies, and information to have on hand in the home, including self-care tools (e.g., thermometer, humidifier, cold pack, etc.), over-the-counter products (e.g., cough expectorant, cough suppressant, antidiarrheal, hydrocortisone cream etc.), and information such as family medical records and self-care resources. Local retailers might wish to donate some of these things as door prizes.
Mental health
Contact your local mental health facility or UBH; some have stress monitors and computer programs for biofeedback, which they may be willing to provide during your health fair.

Nutrition
Some examples of exhibits to talk about proper diet, cutting down of fat, and reading labels:
- Where’s the fat
- Food guide pyramid
- Lose the fat with small changes

Poisonous snakes
Contact the Department of Parks and Wildlife to show a snake display and explain how to know which snakes are poisonous and most likely to exist in your area.

Poison prevention
Have a booth to teach participants to beware of “look alikes.” Many items look similar and can be mistaken for one another. For example, children often mistake medicine for candy or liquid cleaners for beverages. Make a poster with different pills and candies. Have flaps to conceal what each item is called. See if participants can discriminate between the candy and medicine.

In the bathroom, many adults and older adults mistake one product for another due to rushing or vision problems. Try placing masking tape over the labels on toothpaste tubes, arthritis/muscle cream, and hemorrhoid cream; or eye drops, nasal spray, and ear drops. See if participants can tell the difference. Contact your area Poison Control Center for displays and other information that may be available.

Skin cancer prevention
Present a skin cancer exhibit to talk about the importance of applying sunscreen, using appropriate SPF (sun protection factor), and wearing the right clothing outside.

Tobacco use prevention
There are a multitude of resources you can use to present a booth on preventing the use of tobacco. Contact The American Cancer Society.
Short programs and activities

Alternative remedies
Present a program on alternative medicine, such as vitamins, herbs, phytochemicals, homeopathic remedies, etc. Be sure to present a section on avoiding health fraud and quackery; provide a handout on how to avoid being a victim of fraud.

Bicycle rodeo
Hold a bicycle rodeo. Provide children, adolescents, and teens with an educational program about bicycle safety. Have each participant go through a safety course where they must use appropriate hand signals, etc. Then have each participant ride through an (age-level appropriate) obstacle course. Have door prizes and giveaways for the best, safest riders. Requires approved bicycle helmets.

Breast self exams
Present a program that allows participants to see and feel breast lumps so they can identify one in their own breast self exam and teach others how to identify breast lumps. There are many resources available that could be used in your presentation, including the following:

- Breast Cancer Exhibit with breast model. (American Cancer Society)
- Multi-type breast models. An average breast with no lumps, an average breast with lumps, a dense-tissue breast with no lumps, and a fibrocystic breast with lumps are mounted on a piece of heavy plastic for women to feel the difference in the breasts for themselves.
- Breast Lump Size Display (12"x9"). Shows women the difference early breast cancer detection makes. Uses everyday objects such as a push-pin, a pencil eraser, a dime, a button, and a ping pong ball to illustrate the size of breast lumps found by varying levels of detection practices (available at district Extension offices and Extension Educational Resource Library).

Child health
Present a short program on child health issues, such as:

- How to care for a child with fever
- Preventing and treating colds and flu
- Dealing with bed-wetting
- Preventing ear infections and swimmer’s ear

See your Taking Care Handbook for details on these and other child health topics.

Drug use prevention
Contact Mothers Against Drunk Driving (www.madd.org) at (800) GET-MADD for handouts and other resource information.
Fire prevention and safety
Contact your local fire department to provide a safety education program. Some fire departments will even have an actual house in which children can practice safety tips.

Health care/self care
Present a program on managing your health care. Here are some ideas:

- How to select a doctor or clinic.
- How to participate in making decisions with your health care professional.
- Choosing the right kind of health care coverage (e.g., HMO, Preferred Provider, etc.).
- Cutting health care costs – being a wise consumer of medical care.
- Knowing when self-care is the best choice by learning to use a self-care book like Taking Care.

Heart disease prevention
Contact the American Heart Association (www.americanheart.org) at (800) AHA-USA1, and ask for Health Choices Games #65-6017. These are games for four people that take about 5 minutes and teach about heart health.

Physical activity
Have a local aerobics, fitness, or karate expert provide a free, participatory activity, such as beginning step aerobics, or the advantages of strength training, etc. Try contacting your local YMCA for this and other related programs.

Ask an exercise physiologist, sports trainer, or physical therapist to speak on how to buy appropriate walking shoes or exercise equipment, what sports drinks are best or how to make your own sports drinks, learning to find your target heart rate, safely exercising in heat and cold extremes, or how to start a walking club.

Prenatal care
Ask a dietitian from your local hospital to speak about prenatal nutrition. Contact your UnitedHealthcare representative for information on our Healthy Pregnancy Program.

Women’s health
Contact a local health provider to present a program on managing menopause, including information on estrogen replacement therapy.
Stress management
Try the Ping Pong Ball Balance Activity (adapted from Practical Parent Educators Curriculum).

- For this activity you will need a plastic dish pan (filled 1/2 full with lukewarm water), a small hand towel, and 20 ping pong balls labeled as follows: promotion, relocation, parenthood, divorce, lay off, death, injury, illness, retirement, financial change, occupation change, law violation, begin or end of school, sex difficulties, marriage, pregnancy, mortgage over $50,000, alcohol, drugs, depression.

- Ask a participant to assist in the demonstration. Instruct the participant that as you drop ping pong balls into the dish pan, he/she is to keep the balls under the surface of the water with his/her hands (both hands may be used).

- Read each ping pong ball as you drop it into the water. Explain to the group that struggling to keep the balls under the water is like trying to hold down all of the stressors with no resolution. We are able to keep some control over a few stressors, but as they accumulate and begin to build, it often becomes difficult to contain and control them.

- As balls are being dropped into the water, encourage the volunteer to share any feelings or frustrations he/she might be experiencing in trying to keep the balls down. Allow the volunteer to dry his/her hands and sit down.

- Pull a few of the balls out and read the labels. Ask for suggestions on how to manage or prevent such stressors. Provide a handout with some suggestions on how to reduce stress in these areas.

This activity would be appropriate for adolescents/teens and older adults; just change the stressors on the ping pong balls to make them appropriate to your audience. Local retailers might wish to donate some of these things as door prizes.

Adapted from Health Fair Planning Guide by Carol Rice, Texas Cooperative Extension, Texas A&M, 2006
Exhibitor Needs Form

Names of exhibitor’s representatives who will be working at the Health Fair:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Description of any electrical or audio/visual needs:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Description of space requirements for displaying materials/brochures, placement of screening equipment, etc:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Description of information/materials to be provided to attendees:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Plans for giveaways, door prizes, etc:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
Exhibitor’s Evaluation Form

Exhibitor/Organization name

Booth number

Your name

Phone number

1. Please rate the following aspects of the health fair.

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<thead>
<tr>
<th>Aspect</th>
<th>Excellent</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Attendance</td>
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<td>Publicity</td>
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</tbody>
</table>

Comments or suggestion for change:

2. If another health fair were held, would you participate?  □ Yes  □ No

3. Please estimate the number of participants with whom you had a shared discussion.

4. Please estimate the number of publications handed out from your booth. (if applicable)

Thank you for your participation.