

Wellness Fair Guide

Tips and Tricks to Planning a Wellness Fair

Things to consider:

- Do you have a space to host a fair?
- How many vendors can your space accommodate?
- How many employees do you estimate will attend the fair?
- Are you located in a state-owned property?
 - You will need a [CHP Permit](#)
 - In order to obtain the CHP permit you will need written approval from the building manager.

6 or more months before the fair:

- Select planning committee members.
- Select a theme, date and time.
- Reserve the location.
- Gain understanding of any building or event requirements through your department's facilities manager and/or building manager
- Identify possible vendors, services, information, exhibits, and activities (e.g., fitness or meditation class).
- Create timeline for planning, including communication plan

4 to 6 months before:

- Send "save the date" to vendors (it is best to give as much notice as possible)
- Secure volunteers, including someone who can take pictures the day of the fair and someone to welcome and direct participants.
- Determine goal and stretch goal for employee participation.
- Work with the Healthier U Advisory Committee to develop a short post-event evaluation survey for employees and vendors. Examples of questions could include: What did you like best about fair? What could be improved? Would you attend next year? Any additional comments?

2-3 months before:

- Send invite letter and vendor application. (See Templates section)
- Make posters, flyers, etc. to publicize the event (See Templates section)
- Consider developing a passport so that employees visit every booth.
- 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
- Send out “save the date” email to employees

1 month before:

- Publicize the event with flyers, posters, etc.
- Plan booth locations.
- Make booth signs.
- Make map for exhibitors and participants.
- Make the program, acknowledging exhibitors, volunteers, donors, etc.

1 week before:

- Confirm with all vendors.
- Print map and program.
- 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 of event:

- Arrive early.
- Set up as needed.
- Direct and instruct volunteers.
- Collect registrations.
- Collect evaluations.
- Clean up.
- Estimate attendance.

Event follow-up:

- Send thank you letters to exhibitors, volunteers, etc.
- Document lessons learned for next time.
- Report evaluation results to the Healthier U Advisory Committee and leadership.