Health Fair Manual

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Introduction

Are you thinking of organizing a health fair for your faith community, group or organization?

This manual is based on experiences in organizing health fairs.

Having a Health Fair is consistent with stewardship principals involving care of God’s creations. It involves reaching out to others, and caring for members of the faith community. Remember...as stewards of our own bodies...in body, mind and spirit, we have a moral/faith obligation to take care of others...in body, mind and spirit!

May God richly bless your work on behalf of God’s people, the Lourdes Parish Nurse & Health Ministry Program, your parish nurse program and your health fair committee!

Blessings,

Kathy Medovich

Kathy Medovich, Coordinator
Lourdes Parish Nurse & Health Ministry Program
169 Riverside Drive
Binghamton, NY 13905
kmedovich@lourdes.com
607-798-5035
www.lourdes.com
Planning

1. Gain Support and Approval
2. Set goals and objectives
3. Develop a Timeline
4. Establish a Budget
5. Theme and Content
6. Partner for Attendance/Participation
7. Determine Content
8. Health Fair Checklist
Gain Support and Approval

The first phase in planning a health fair is to gain support and approval from the faith community, either by direct contact with clergy and/or governing board.

Creating a health fair takes a lot of time and energy. DO NOT PLAN ALONE! Your committee might include other faith community committees for optimal success! Include men’s groups, women’s groups, support groups, health ministry and parish nursing groups, teen’s and youth groups, children’s groups, and any other group which may benefit from a successful health fair!

Brainstorm ideas. Select a chairperson. Select committees for communication, set-up, registration, clean-up, refreshments, evaluation and follow-up.

Set Goals and Objectives

As a committee, you want to establish goals and objectives of the health fair.

Goals may include increasing visibility of health and wellness resources within your community, increasing personal health awareness, providing a variety of health screenings and education, motivation of participants to make a positive health behavior change.

Objectives may include establishing how many booths will be available, based on your faith community’s capacity, X# participants will be aware of their blood pressures/risks/education, X# participants will be offered smoking cessation opportunities, etc.
Develop a Timeline
Establish date of event at least 90-days in advance!
Secure location of event!
Order materials, brochures, supplies
Plan refreshments
Obtain volunteers for staffing
Send letter of invitation to providers/vendors
Confirm provider’s attendance
Confirm electronic needs i.e. extension cords, computer usage, DVD usage, etc.
Design floor plan
Advertise
Evaluate
Send Thank you letters to providers/vendors

Establish a Budget
Do you have a budget? What are your needs? If money is limited, enlist the folks of your faith community for refreshments and meals. Get as many freebies as possible from providers/vendors. Utilize your faith community spaces for FREE occupancy. Community providers do not charge for their services, as they are reaching for greater public educational opportunities.

Theme and Content
What is your target audience? Consider your faith community resources internally, before exploring externally! Utilize National Health Observance monthly themes. Do you have youth or teen issues? Do you have aging issues? Would you like emergency preparedness and safety information? Would you like to have a blood drive?
Is there a disease(s) which are prevalent in your faith community population? Consider utilizing your church calendar celebrations, such as St.Luke’s Day, October 18th.
Generally, the themes of a health fair can be divided into three categories:

- **Awareness**: Health-risk, first aid, women’s health, men’s health, oral health, back care, driving safety, stress management, elder care resources, AIDS, cancer prevention, diabetes, heart disease, substance abuse, smoking cessation, teen issues, child abuse and family violence.

- **Screenings**: Blood pressure, total cholesterol, blood glucose, vision testing, hearing testing, stress testing, mammography, oral cancer checks, skin cancer checks, foot screenings, fitness assessments, spinal screenings, bone-density screenings.

- **Demonstrations**: Healthy Cooling, CPR, First Aid, AED training, Self-defense, exercise-equipment demonstrations, martial-arts, aerobic-dancing, Tai Chi, Yoga, Upper body massage, ask the doctor/nurse booth.

### Partner for Attendance and Participation

If you are having a blood drive, the American Red Cross arranges all of the supplies. You need to provide the space, and the refreshments! Your faith community must be handicapped accessible. After you have established a theme for the health fair, refreshments need to be served. If the fair is all day, provide AM and PM snacks and lunch for all providers/vendors. Provide healthy snacks for participants! Utilize the various groups in your faith community for assistance. Provide giveaways, free information, prizes.
Health Fair Checklist

✓ Obtain support and approval of fair community
✓ Establish “budget” needs
✓ Establish date of event
✓ Establish location/capacity of event
✓ Establish theme of health fair
✓ Gather resources
✓ Plan organization meeting with committee
✓ Contact providers/vendors
✓ Solicit donated items, gifts, freebies
✓ Plan games, giveaways, raffles, etc.
✓ Design floor plan
✓ Organize refreshments
✓ Promotion of event
✓ Create evaluation tool
✓ Prepare name tags and signs
✓ Organize electronic/electrical needs
✓ Arrange registration table
✓ Arrange for breaks, refreshments, meals for volunteers
✓ Send thank you letters to providers/vendors
✓ Have evaluation meeting to analyze results
Sample Provider Letter

Date

Provider
Address

Dear __________,

Thank you for your interest in participating in the health fair we are sponsoring at _______________. As we have discussed on the telephone, the health fair is scheduled for_______ from _______ to _________ at _________________.

This year’s theme of the health fair is _________________. We will hold a raffle for the community, and would appreciate your donating something of value to include in the raffle.

We estimate that approximately ____ # participants will have the opportunity to view your booth and talk to you about your services. We will provide the booth space, free of charge, a table and 2 chairs, and any other accommodations you may need to set up.

To confirm your participation, please complete the enclosed information form and return it to: (name) ________________, (address) ________________, (e-mail) ________________, (telephone) _________ by _________ deadline date.

Please feel free to contact me if you have any questions about the health fair. We appreciate and look forward to your participation.

Sincerely,
Sample Provider Information Form

Organization ___________________________________________
Address ______________________________________________
Contact Person _________________________________________
Telephone ________ FAX __________ E-mail ___________

Service Description
Please describe briefly your booth/display:
________________________________________________________________________
________________________________________________________________________

Screening service:
________________________________________________________________________

Activity/demonstration:
________________________________________________________________________

Awareness/information:
________________________________________________________________________

Giveaways:
________________________________________________________________________

Raffle prize donation:
________________________________________________________________________

Facility Needs
You will be provided with (1) table and (2) chairs. If you need additional items, please note below:
Tables # ________________________________
Electrical outlets _______________________
Chairs # _______________________________
Other _________________________________
Please note any other requirements you may need:
________________________________________________________________________
Arrangements

- Secure date and location
- Contact providers/vendors
- Order materials and supplies:
  - Get free materials from health-related resources
  - Get food samples, coupons, incentives, free memberships, free items from grocery stores, restaurants, spas, massage therapy, pharmaceutical companies, fitness stores, bookstores travel agencies
- Secure volunteers for staffing health fair, establish sub-committees

Details

- Provider/vendor letters
- Facility needs of providers/vendors
- Floor Plan
- Evaluation form
- Thank you letters
- Advertise/promotion of event
- List of health resources

Event Day

- Signs
- Registration table and forms
- Refreshments, lunch arrangements
- Freebies, raffles, games, giveaways
- Name tags
- Display boards
- Decorations
- Camera
- First aid kit
- Educational brochures
After the Fair

Study the evaluations! Hold committee meeting. Give Thanks to your Faith Community, and their assistance! Give Thanks to providers/vendors.

Evaluation

Evaluation should include overall impression of health fair, length of fair, date, time and location evaluation, rating each provider, what was done well, what could have been done better, and future ideas for health fairs.

Sample Evaluation Form

Health Fair

Faith Community ____________________________ Date____________

Poor 1   Fair 2   Excellent 3

How would you rate the event’s location? ___
How did you hear about the health fair? ___
How would you rate your learning of health issues? ___
Did you benefit from the vendors/providers today? ___
Would you have any suggestions for future health fairs?
________________________________________________________________________________
________________________________________________________________________________
Spiritual Focus in Health & Wellness Fairs

Ideas may include:

- **Blessing board:** joy, peace, comfort and other similar blessings
- **Burden Bear cards:** distribute to people to encourage others
- **Pass It On cards:** notes of encouragement or uplifting words
- **Rx Bottles with Scripture messages:** The doctor on the label would be the “Great Physician” and instructions can include “use daily” or “should be refilled”
- **Hug Coupons**
- **Bible Quizzes**
- **Spiritual well-being assessments**
- **Displays:** Jesus’ Health and Healing Ministry, using our bodies as a temple of the Holy Spirit
- **Wholistic Health:** research proving that prayer and faith is a positive factor in health
- **Memory Wreath or prayer intentions or prayer tree**
- **Emergency Numbers for loneliness, worry, fear, grief**
- **Meditation Corner**
- **Walk to Jerusalem or Bethlehem**
- **Resource table of Bible studies on health related topics**
- **Religious Art Gallery**
Organizations to Invite - Sampling

Arthritis Foundation
Alzheimer’s Association
Cancer Society
Diabetes Association
American Red Cross
American Heart Association
Office for Aging
Action for Older Persons
United Health Services – Stay Healthy
Lourdes Mobile Mammography – Mission in Motion
Lourdes Primary Care Van
Lourdes Dental Van
Tioga County Smiles Van
Broome, Tioga, Chenango County Health Departments
Broome County Council of Churches – CHOW, Faith in Action Volunteers, Jail Ministry
Tioga County Rural Ministry
SOS Shelter
YMCA
YWCA
Samaritan House
Mom’s House
Lourdes Hospice
Catholic Charities
Rural Health Network of South Central New York
Mothers and Babies Perinatal Network
Family Enrichment Network
Lourdes Youth Services
Veteran’s Administration
Mental Health Association
Epilepsy Foundation
Multiple Sclerosis Society
Asthma Foundation
HIV Tri-County Care Network of Broome Co. Health Department
Salvation Army
Southern Tier Independence Center - STIC
Samaritan Counseling Center
Child Care Resource Center
ACCORD
Urban League of Broome County
Boys & Girls Clubs
A New Hope Center
Jewish Community Center of Broome County
Sheltered Workshop for the Disabled
STAP – Southern Tier AIDS Program
AVRE – Association for Vision Rehabilitation & Employment
Southern Tier End of Life Coalition www.steolc.org

For complete listing of providers, contact United Way at 729-2542. Knowledge is Power!