



Planning a Health Fair

Everything You Ever Wanted
to Know and More

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A Resource Manual for Montana Libraries

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Compiled by Sara J. Groves

Objectives and Planning of a Health Fair

Objectives of a Health Fair

A health fair is an event to:

- Increase health awareness by providing health screenings, activities, materials, demonstrations, and information;
- Increase awareness of local, state, and national health services and resources;
- Motivate participants to make positive health behavior changes;
- Provide immunizations for children and adults;
- Teach self-care practices;

Setting Up Committees and Duties

Chair or Co-Chairs

The librarian may elect to be chair or may share the responsibilities with another person as her co-chair.

Planning/Coordinating Committee

Organize a planning committee of six to eight people. Members of this committee will provide leadership and coordination for subcommittees. They can also identify key people for subcommittees.

Try to have a representative from the following groups on the planning committee:

- Health professionals: physicians, dentists, chiropractors, podiatrists, optometrists, nurse practitioners, physicians assistants
- Health agencies: hospitals, home health agencies, clinics, nursing homes, retirement centers, emergency medical services
- Schools
- Churches
- Local employers
- Local media
- Other members of your target audience

A broad-based community planning committee will provide:

- widespread support and better attendance;
- ideas that better meet unique needs of community people;
- selection of time and place least likely to conflict with other community activities;

- more people to share the work;
- more media promotion and attention; and
- safe, reliable screening practices with referrals and explanations for abnormal results.

Duties

- Identify the target audience – Montana baby boomers.
- Identify best ways to reach the target audience. Should entertainment and games be a part of the health fair? Should the health fair be only activity oriented? Should screenings and immunizations be offered?
- Develop a theme, like “Managing Your Health for Life” or “Spring into Health.”
- Develop a timeline.
- Create a schedule for the health fair, including opening and closing times, lunch, dinner, etc.
- Select a date.
- Identify subcommittees and possible members.
- Set and manage the budget, considering:
 - Publicity and promotion costs;
 - Equipment and table, chair, audiovisual, etc., rentals;
 - Decorations;
 - Refreshments and lunches for participants, volunteers, and people in booths;
 - Permits and insurance requirements;
 - Printing;
 - Mailing, including promotional and follow-up; and
 - Screening costs.
- Give subcommittees their allocation.
- 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?
- Identify possible locations for the subcommittee to consider, or make the selection if the site is already known for some reason.
- Identify potential donors, sponsors, and vendors.
- Coordinate contact of all donors, sponsors, vendors, and booth participants.
- Provide oversight and coordination for subcommittees. For example, make sure that booths and services are appropriate for a health fair, and avoid booths by groups that present health messages that are not research-based; also, make sure committees stay within budget.
- Assist with management of the health fair, and make 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, etc.

Clinical Subcommittee

Health professionals on the clinical subcommittee can help **determine what is appropriate to include in a health fair for the target audience**. Not all brochures, giveaways, or topics should be included. For example, giving away toys and games would not be appropriate for a health fair targeting baby boomers.

Screening for blood pressure, cholesterol, blood glucose, etc. may be planned if appropriate for the target audience. Screenings are much more useful to people than a health risk appraisal.

If screenings are provided, the clinical subcommittee must help in determining appropriateness for the audience, finding appropriate providers, making sure universal precautions are followed, results are accurate, and participants are properly informed about results and provided with follow-up suggestions. Provisions must be made for situations when someone's blood pressure or blood sugar is found to be dangerously high during the health fair—where can that person go for immediate help?

For these and many other reasons, having a clinical subcommittee is critical for a health fair.

Duties

- Identify key health topics and booths for the target audience.
- Determine the kinds of screenings/services for the target audience, such as,
 - blood cholesterol (total, HDL, LDL, and triglycerides)
 - blood glucose
 - blood pressure
 - skin cancer
 - lung capacity
 - vision screening
 - glaucoma screening
 - hearing tests
 - foot
- Plan and arrange for booths from agencies, such as the American Heart Association, American Cancer Society, Arthritis Foundation, the Montana Department of Public Health and Human Services, etc.
- Plan and arrange for types of clinical staff, laboratory services, mammogram van or transportation to the location for mammograms such as a local hospital for clinic.
- Plan for meeting universal precautions regarding drawing and handling blood, etc.
- Plan for delivery of results to the participants.
- Plan and arrange for treatment referrals for participants with abnormal results, both immediately and longer term (for example, if someone has a very high blood glucose or blood pressure, where can they be seen immediately?).

- Define and review the kinds of health information, brochures, and giveaways appropriate for the target audience (for example, no small objects for young children or free drug samples, etc.).
- Plan and arrange for “Ask a Doctor,” “Ask a Nurse,” “Ask a Podiatrist,” “Ask a Pharmacist,” etc. booths.
- Plan for equipment needs, such as blood pressure cuffs including average adult’s and obese adult’s (**the wrong sized cuff will give wrong results**).
- Plan for first aid needs during the health fair.
- Provide information on actual costs for clinical services, such as the lab work provided to facilitate interpretation of the value of the health fair to the community.
- **Plan to protect confidentiality of participants regarding results.**
 - **Results only must be given to the individual participant.**
 - No sign-up sheets identifying participants’ blood pressure, lab results, etc.
 - **Results may never be delivered to the employer at a worksite or to an insurance company.**
 - If height and weight are done, for example, it must be done so no one can even accidentally be made aware of someone else’s results—this is true for children as well as adults (Note: Determine BMI and explain meaning of results. To calculate BMI, go to Centers for Disease Control and Prevention’s calculator at <http://www.cdc.gov/nccdphp/dnpa/bmi/>. Another option for adults might be helping them calculate their waist-to-hip ratio).

Administrative Subcommittee

Depending on the size of the health fair, this committee might have to be broken into smaller committees. For example, the facilities committee might be in charge of finding an appropriate place, developing a floor plan and map, and decorating. Another committee might be needed to take care of food, while an additional committee might be in charge of procuring door prizes, entertainment, decorations, games, and incentives. Another committee might take care of the clerical duties, such as creating forms and signs.

Facilities Subcommittee

The Facilities Subcommittee should consider the following when selecting facilities:

- Inside versus Outside: if the health fair is outside, a contingency plan will be needed for bad weather, including wind; booth workers may need sunscreen.
- Plan for equipment and electrical needs.
- Are tables and chairs available?
- Are adequate restroom facilities available?
- Are drinking water and refreshments available?
- Food safety: cooking and refrigeration.
- Parking: Is it adequate?

- What type of cleanup is required?
- Safety: Are there stairs?
- Is the location near transportation?
- Is the location easily accessible for the target audience?
- Is the location easy to find?
- Plan for security. Where can purses be kept safely during the fair? Crowd control? etc.
- Plan locations for exhibit booths (competing agencies do not like being right next to one another).
- Plan for crowd flow.
- Create a map for participants to locate booths of interest at the fair as well as essential services like restrooms and water fountains.
- Create and post signs at the fair for booths and directions to restrooms, water fountains, refreshments, entertainment, first aid, lost parents, and exits. Signs may be done by the clerical committee.

Procurement Subcommittee

The duties of the Procurement Subcommittee include:

- Planning for and obtaining incentives, giveaways, brochures, promotional items, bags to collect fair brochures and giveaways, and door prizes.
- Securing decorations and decorating the day of the fair.
- Planning for and obtaining supplies, including:
 - Garbage cans
 - Garbage bags
 - Velcro
 - Tablecloths
 - Pens, pencils
 - Paper, notebooks
 - Extension cords
 - Surge protectors
 - 3-prong adapters
 - Tape, such as scotch, electrical, masking, etc.
 - Scissors
 - Stapler

Food Subcommittee

The Food Subcommittee is responsible for refreshments. When deciding on the types of refreshments to serve, consider:

- Appropriateness of the refreshments.
- Sources for the refreshments.
- Food safety.

Clerical/Staffing/Scheduling Subcommittee

- Provide necessary clerical support, including writing letters and invitations, and creating the following forms:
 - Sign-in or registration forms.
 - Evaluation forms for participants and exhibitors.
- Plan for setup and cleanup the day of the health fair; procure adequate staff to assist.
- Plan for and procure adequate staff for the health fair, considering breaks and lunch times. Having a break room for exhibitors is helpful.
- Develop an assignment list for the day of the fair so volunteers can be easily directed to their assigned areas.
- Schedule a manager to be present for setup and other times to “put out fires” as they arise.
- Assist with management of the health fair.

Publicity/Community Relations Subcommittee

Duties of the Publicity/Community Relations Subcommittee include:

- Developing and disseminating posters, flyers, and mailings.
- Developing and disseminating announcements to the media, including radio, TV, newspapers, store bulletin boards, church bulletins, etc.
- Design a “pocket badge” that can be worn by the committee members, exhibitors, 4-H youth, and other volunteers just prior to the health fair. These could have a slogan reading, “I’m Going to the Health Fair” or “See You at the _____ County Health Fair!”
- Involve 4-Hers by asking them to make and display posters; have a poster contest.
- Ask the county judge to proclaim the week of the health fair as “Health Week in _____ County.”
- Place flyers in grocery bags, bank statements, utility bills, and other regular mailings.
- Include a brief announcement about the health fair in church bulletins.
- **A good point to emphasize is the estimated amount of money that can be saved by taking advantage of free screenings.**

Health Fair Time Table

Step 1

Select chair or co-chairs. Select and meet with planning/coordinating committee.

Step 2

Form and meet with subcommittees. Have subcommittees appoint chairs to report activities to planning committee.

Step 3

Select dates and times and secure location for the Health Fair.

Step 4

Ask exhibitors, clinicians, and other people working in the Fair to reserve the selected date.

Step 5

Provide a written confirmation to exhibitors and include the following information:

- date of event
- time (to set up booth and hours open to public)
- location (include a map)
- general guidelines
- booth signs (provided by either committee or exhibitor)
- remind exhibitors to bring special equipment, such as extension cords, three-prong adapters, etc.
- ask exhibitors about space and electrical requirement

Step 6

Order handouts from the American Heart Association, Red Cross, American Diabetes Association, etc.

Step 7

Duplicate printed materials (registration forms, evaluation forms, publicity printing, etc.)

Step 8

Locate and line up needed equipment (chairs, tables, and other necessary supplies).

Step 9

Draw a floor plan. Consider traffic flow and lines for screening, location of electrical outlets and space requirements for each booth. Provide the floor plan to each exhibitor.

Step 10

Meeting with committee chairs one month before the Health Fair is scheduled to review progress towards implementation of plans.

Step 11

Send out press releases, media advisories, and newspaper ads. Contact press to make sure that they will publicize the event. Hang up posters and flyers around your community.

Step 12

Set up tables, equipment, refreshments, etc. the night before.

Step 13

Troubleshooting, welcoming of participants, press, and special visitors.

Step 14

Clean up, return borrowed equipment.

Step 15

Tabulate evaluation results and submit newspaper articles.

Step 16

Thank-you letters to all who assisted in the Health Fair.

Step 17

Follow-up on referrals from screening, evaluation of Health Fair, and report accomplishments.

Activity Ideas for Health Fairs

Activity-oriented health fairs inspire more learning than a passive look-and-see health fair. Topic choices are limitless. Your health fair planning committee can help choose topics. Ask participant agencies to come prepared to provide a hands-on teaching activity in their booth. These booths should provide something to do that will teach at least one important point about their subject. Here are some activity-oriented, hands-on ideas for your health fair.

Booths, Exhibits and Demonstrations

The following are suggestions for hands-on booths you can put together or solicit others to provide during your health fair.

Key to Suggested Target Audiences:

- Grandparents: **GP**
- Adults: **A**
- All Audiences: **ALL**
- Older Adults: **O**

AARP (O)

Contact the [AARP \(American Association for Retired Persons\)](http://www.aarp.org/) [http://www.aarp.org/] for information on older adult health as well as benefits available to seniors country-wide.

Arthritis Education (A,O)

Contact the [Arthritis Foundation](http://www.arthritis.org/) [http://www.arthritis.org/] for materials on arthritis and how to care for it.

Back Health (ALL)

Ask your local chiropractor to show a display of the backbone and discuss the importance of posture and having a healthy back. 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 (ALL)

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

Dental Care (ALL)

Ask your 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. Let the dental care provider know he or she can advertise the practice through this booth.

Hand-washing (A, GP)

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 also call The Soap and Detergent Association [<http://www.sdahq.org/>] at (212) 725-1262, or go to their Web site to order the following:

- Clean and Safe – an eight page brochure on cleaning products, disinfecting, storage and safety. Free.
- Home Safe Home for Your Explorer – leaflet illustrating potential dangers and how to prevent accidents. For persons responsible for the care of young children. Free. Available in English and Spanish.
- The ABCs of Clean – a program for preschool children, parents, and teachers on hand-washing, surface-cleaning, etc. Comes with posters, games, songs, etc. Complete program \$20; Classroom Packet (without video) \$5; they may also have discounts available to professionals—be sure to inquire.

You can also call the Glo Germ Company [<http://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 (A, O)

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 (ALL)

Contact your local mental health facility; some have stress monitors and computer programs for biofeedback, which they may be willing to provide during your health fair.

Nutrition (ALL)

Work with a local nutritionist to develop exhibits that talk about proper diet, cutting down of fat, and reading labels

Poisonous Snakes (ALL)

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

Poison Prevention (ALL)

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.

Tobacco Use Prevention

There are a multitude of resources you can use to present a booth on preventing the use of tobacco, including:

- (ALL) – Medical Hazards of Smokeless Tobacco – Develop a very graphic display that delivers an amazing series of images that show how “smokeless” is the most harmful nicotine induction vehicle. Define what smokeless tobacco is and then tell how it is used. Also, plan to demonstrate some oral health problems and the additional dangers of smokeless tobacco.
- (ALL) – Smoking Effects and Hazards Display – Develop a display that shows why tobacco is America’s #1 health problem. Help viewers to understand the initial and long-term effects of nicotine and smoke by-products on the human body.
- (ALL) – Death of a Lung – Obtain a set of models or photos to use as part of this display. The first model should show regular contours and healthy color of the normal, non-smoker’s lung tissue. The second model should depict the soft, irregular shape and blackened color of tissue from an emphysematous lung, with collapsing air sacs within the lung wall like the ones that will eventually smother the smoker. In the third model, cancer of the lung appears as a large, whitish-gray mass.

Short Programs and Activities

Alternative Remedies (A, O)

Present a program on alternative medicine, such as vitamins, herbs, phytochemicals, homeopathic remedies, etc. A local massage therapist might be willing to give short chair massages for free.

Health Care/Self Care (A, O)

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.
- Hand out a suggested reading list on managing your own health.

Heart Disease Prevention (ALL)

Contact the [American Heart Association](http://www.americanheart.org/) [http://www.americanheart.org/] at (800) AHA-USA1 for assistance in developing a heart disease prevention activity that targets baby boomers and that can be done at the health fair.

Physical Activity (ALL)

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. Or call the YMCA at (800) 872-9622 to gain information.

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.

Women's Health (ALL)

Contact a local health provider to present a program on managing menopause, including information on estrogen replacement therapy.

Stress Management (ALL)

Try the Ping Pong Ball Balance Activity. 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.

Tobacco Use Prevention (ALL)

Try these activities with health fair participants:

Grasping for Air

Almost all cases of emphysema are due to cigarette smoking. The Gasping for Air activity will help participants to understand what it feels like to have emphysema.

Materials: one wrapped straw for each participant.

Participation: Give each participant a straw, and ask them to remove the wrapping. Have each participant place the straw in his/her mouth. Ask each participant to pinch his/her nostrils closed and breathe only through the straw in the mouth.

Caution: Explain that if any difficulty exists with breathing, they can stop the activity at any time.

Next: Participants are to breathe through the straw for one minute. After about 30 seconds, and continuing to breathe only through the straw, have participants look around at each other. (This should cause some laughing while still attempting to breathe through the straw.)

Experience: After the minute is up, ask participants to describe what it was like to breathe through the straw. (They will tell you it was difficult to breathe.) Explain that this is what it feels like to breathe when a person has emphysema. Ask them if it was harder to breathe through the straw when they started laughing. Ask them to consider how difficult it might be to go up a flight of stairs (or do other common activities) if they had to breathe like this.

You could also have two sponges to demonstrate why someone with emphysema has such a hard time breathing. One sponge should be moist and the other hard. The moist sponge is like a healthy lung filled with air sacs. The dry sponge is like the lung of someone with emphysema. A healthy lung (moist sponge) can easily bring oxygen into the air sacs (alveoli) and force carbon dioxide out of the air sacs. A lung with emphysema (hard sponge) cannot do this; trapped carbon dioxide stays in the lungs, making the person feel like they are starved for air.

Smoke in the Air

This activity only takes 5 minutes and is a good way to help people understand the implications of second-hand smoke.

Materials: spray bottle filled with water; tar-stained handkerchief.

Demonstration: Spray water from the spray bottle into the air as you move around the room.

Participation: Ask participants how they would react if they thought you were spraying perfume? A deadly poison? A virus? Tobacco smoke?

Demonstration: Show participants the handkerchief through which a smoker has exhaled tobacco smoke (be sure to have a smoker do this ahead of time).

Explanation: Explain that the tar in the tobacco smoke made the stains. The smoke in the handkerchief had already been in the lungs of the smoker. Ask what this tells the non-smoker about exhaled smoke from smokers? (It is harmful to everyone.)

Explain that second-hand smoke is the smoke that's in the air when tobacco is being smoked. Nicotine is also present in the second-hand smoke. Tar, nicotine, and other harmful substances in tobacco smoke pose a health threat to nearby non-smokers (adults, children, even family pets are affected).

Jar of Tar

This activity demonstrates how much tar goes into the lungs of a smoker in one year.

Materials: Clear jar with a lid. One cup of molasses poured into the jar.

Demonstration: Hold the jar with the 1 cup of molasses.

Participation: Ask participants how long would it take for a 1 pack a day smoker to get this much tar in their lungs. Ask participants what tar has to do with smokers' cough.

Explanation: This is how much tar enters the lungs of a 1 pack a day smoker in one year. Tar contains the substances that cause damage to lungs resulting in problems like

emphysema and lung cancer. Tars also cause damage to the hair cells or cilia in the respiratory tract, causing the hairs to be flat instead of standing up and sending mucus back up the tract. Mucus collects, and the smoker has to cough to get the mucus out. This is what causes the smokers' cough.

Evaluating the Health Fair

At least two types of evaluation forms should be developed—one for participants and another for the exhibitors.

Exhibitor Evaluations

Exhibitor evaluations can be handed out near the end of the health fair. Ask them 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.

An evaluation form for exhibitors is included in the appendix; modify as necessary.

Participant Evaluations

Participant evaluations can be handed out as they register or sign in. The completed forms can be placed in a box as they 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 their name and phone number on their 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 box for the drawing.

Another option is to mail evaluation forms or call a sample of registrants after the health fair—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 to 20 percent at best. Volunteers could help with this. The sample evaluation form included in the appendix can be modified for local county situations or shortened for telephone interviews.

Time Table Checklist for the Health Fair

6 to 12 Months Before the Health Fair:

- 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.

3 to 6 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.
- Reserve Extension exhibit.

3 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.
- Make posters, flyers, 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.

1 Month Before the Health Fair:

- Meet with committee chairs to review progress towards implementation of plans.
- Publicize the event with flyers, 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.

1 Week Before the Health Fair:

- 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.

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 exhibitors and .0 media, etc., as appropriate.

Organization	Description
<p>Administration on Aging 200 Independence Avenue, SW Room 309F Washington, D.C. 20201 (202) 401-4541 http://www.aoa.dhhs.gov/</p>	<p>Government agency that assists in building community systems and assessing needs of the elderly.</p>
<p>Alzheimer’s Disease and Related Disorders Association 919 North Michigan, Avenue, Suite 1000 Chicago, IL 60611 (800) 272-3900 http://www.alz.org/</p>	<p>Association that offers referrals to local chapters and support groups; provides publications.</p>
<p>Alzheimer’s Disease Education and Referral Center P. O. Box 8250 Silver Spring, MD 20907-8250 (301) 495-3311 or (800) 438-4380 http://www.nia.nih.gov/alzheimers/</p>	<p>Center sponsored by the National Institute on Aging; provides information and publications on Alzheimer’s disease to health care professionals, patients and their families, and the general public.</p>
<p>AARP (American Association of Retired Persons) 601 E. Street, NW Washington, D.C. 20049 (202) 434-2277 http://www.aarp.org/</p>	<p>National organization that advocates for rights of older adults; maintains a strong network of local chapters; provides numerous educational materials, publications, and program support.</p>
<p>Asthma and Allergy Foundation of America 1233 Twentieth Street, NW, Suite 402 Washington, DC 20036 (202) 466-7643 or (800) 7-ASTHMA http://www.aafa.org/</p>	<p>Voluntary organization that provides general information, publications and videos; sponsors support groups, research grants, and professional education and patient advocacy.</p>
<p>Centers for Disease Control and Prevention (CDC) Public Inquiries, Mgmt Analysis & Service Office 1600 Clifton Road, NE, Mail Stop E-72 Atlanta, GA 30333 (404) 639-3534 or (800) 311-3435 http://www.cdc.gov/</p>	<p>Government agency that provides information on a vast number of health topics, including violent/abusive behavior, environmental health, unintentional injuries, occupational safety, and other topics.</p>
<p>CDC National Prevention Information Network (formerly known as CDC National AIDS Clearinghouse)</p>	<p>The CDC National Prevention Information Network provides timely, accurate, and relevant information on HIV/AIDS to people working</p>

<p>Centers for Disease Control (CDC) P. O. Box 6003 Rockville, MD 20849-6003 (800) 458-5231 http://www.cdcnpin.org/</p>	<p>in prevention, health care, research, and support services. If offers comprehensive reference and referral services.</p>
<p>Environmental Protection Agency Public Information Center 401 M Street, SW, #3404 Washington, D.C. 20460 (202) 260-2080 http://www.epa.gov/</p>	<p>Government office that provides non-technical information about environmental health issues and EPA. Information is available on drinking water, air quality, pesticides, radon, indoor air, Superfund, recycling, and many other environmental topics.</p>
<p>ERIC Clearinghouse on Teaching & Teacher Education One Dupont Circle, NW, Suite 610 Washington, D.C. 20036 (202) 293-2450 or (800) 822-9229 http://www.ericsp.org/</p>	<p>U.S. Department of Education program that collects and processes journals and research literature for ERIC database; offers health, physical education, recreation, and dance resources; useful for teachers and others.</p>
<p>Food and Drug Administration Consumer Inquiries 5600 Fishers Lane (HFE-88) Rockville, MD 20857 (301) 443-3170 or (301) 827-4420 http://www.fda.gov/</p>	<p>Government agency that disseminates information regarding nutrition and food and drug safety.</p>
<p>Food and Nutrition Information Center Rural Information Center National Agriculture Library 10301 Baltimore Blvd., Rm 304 Beltsville, MD 20705 (301) 504-5719 or (800) 633-7701 http://www.nal.usda.gov/fnic/</p>	<p>Library maintained by the Department of Agriculture that provides information on nutrition, food services, and food technology. Will do literature searches and provide information on grants for rural areas.</p>
<p>Head Start Bureau, DHHS P. O. Box 1182 Washington, D.C. 20013 http://www2.acf.dhhs.gov/programs/hsb/</p>	<p>Government program that provides information on Comprehensive Child Development Centers and other Head Start Programs.</p>
<p>Health Promotion Resource Center Morehouse School of Medicine 720 Westview Drive, SW Atlanta, GA 30310 (404) 752-1622</p>	<p>Center that disseminates materials and information on health topics, with special emphasis on low-income urban and rural minority populations; offers technical assistance to low-income communities in establishing health promotion activities.</p>

<p>Health Promotion Resource Center Stanford Ctr. for Research in Disease Prevention 1000 Welch Road Palo Alto, CA 94304-1885 (415) 723-0003; FAX (415) 498-7775 http://prevention.stanford.edu/</p>	<p>Distributes community-based print, video materials for lay public and professionals involved in health promotion process, stress management, youth activities, injury prevention, and other topics noted. Also offers health risk appraisals and Spanish language materials.</p>
<p>Healthy Mothers, Healthy Babies Coalition 409 12th Street, SW Washington, D.C. 20024-2188 (202) 863-2458; FAX (202) 554-4346 http://www.hmhb.org/index.html</p>	<p>Informal association of organizations with an interest in child and maternal health; fosters efforts to educate pregnant women; provides general information to health professionals and the general public.</p>
<p>Indoor Air Quality Information Clearinghouse P. O. Box 37133 Washington, D.C. 20013-7133 (800) 438-4318; FAX (202) 484-1510 e-mail: iaqinfo@aol.com http://www.epa.gov/iaq/</p>	<p>Specialists provide information, referrals, publications, and database searches on indoor air quality. Information includes pollutants and sources, health effects, control methods, commercial building operations and maintenance, standards and guidelines, and federal and state legislation.</p>
<p>Institute for Cancer Prevention 320 East 43rd Street New York, NY 10017 (212) 953-1900 http://www.ifcp.us/</p>	<p>Non-profit research organization for disease prevention and health promotion. Offers school health promotion program called “Know Your Body,” designed to help students develop skills for making positive health choices.</p>
<p>National Arthritis and Musculoskeletal and Skin Diseases Information Clearinghouse (NAMSIC) 1 AMS Circle Bethesda, MD 20892-3675 (301) 495-4484 or TDD (301) 565-2966 http://www.niams.nih.gov/</p>	<p>NAMSIC is a service of the National Institutes of Health that provides printed information about arthritis, musculoskeletal and skin diseases to health professionals and the general public including patients’ family and friends.</p>
<p>National Asthma Education Program NHLBI Information Center P. O. Box 30105 Bethesda, MD 20824-0105 (301) 251-1222; FAX (301) 251-1223</p>	<p>Program of NHLBI that works with intermediaries (such as medical associations, voluntary health organizations, and community programs) to educate patients, health professionals, and the public about asthma and related disorders.</p>
<p>National Cancer Institute (NCI) 31 Center Drive MSC 2580 Building 31, Room 10A16</p>	<p>The Cancer Information Services (CIS) is a nationwide network of 19 regional field offices supported by the National Cancer Institute</p>

<p>Bethesda, MD 20892-2580 (800) 4-CANCER or (800) 422-6237 http://www.cancer.gov/</p>	<p>(NCI) that provides accurate, up-to-date information on cancer to patients and their families, health care professionals, and the general public. The CIS can provide specific information in English and Spanish about particular types of cancer, as well as information on how to obtain second opinions and the availability of clinical trials. Each CIS office has access to the NCI treatment database PDQ, which offers callers the most current state-of-the-art treatment and clinical trial information.</p>
<p>National Center for Education in Maternal and Child Health 2000 15th Street North, Suite 701 Arlington, VA 22201-2617 (703) 524-7802 http://www.ncemch.org/</p>	<p>Organization that provides general and technical assistance, develops professional educational and reference materials on issues relating to public policy and program development in maternal and child health.</p>
<p>National Center for Health Statistics 6525 Belcrest Road, Room 1064 Hyattsville, MD 20782 (301) 436-8500 http://www.cdc.gov/nchs/</p>	<p>The Center is the federal government's principal vital and health statistics agency. Provides reference, inquiry, and referral services. Produces series of publications—some free of charge. Catalogs of electronic and printed products are available.</p>
<p>National Cholesterol Education Program NHLBI Information Center P. O. Box 30105 Bethesda, MD 20824-0105 (301) 251-1222; FAX (301) 251-1223 http://www.nhlbi.nih.gov/about/ncep/index.htm</p>	<p>NHLBI program that has developed recommendations, guidelines, and educational materials related to cholesterol.</p>
<p>National Clearinghouse for Alcohol and Drug Information (NCADI) P. O. Box 2345 Rockville, MD 20847 (301) 468-2600 or (800) 729-6686 http://www.health.org/</p>	<p>Organization that provides the latest information on alcohol, tobacco, and other drugs in media formats, including printed material and videos; publishes the bi-monthly "Prevention Pipeline," resource guides and a quarterly catalog. Maintains the Regional Alcohol and Drug Awareness (RADAR) network of resource centers in the U.S. and territories.</p>
<p>National Clearinghouse on Child Abuse and Neglect Information P. O. Box 1182 Washington, D.C. 20013-1182</p>	<p>Major national resource for the acquisition and dissemination of child abuse and neglect reference materials. The Clearinghouse seeks to meet the information needs of researchers,</p>

<p>(703) 385-7565 or (800) FYI-3366 http://nccanch.acf.hhs.gov/</p>	<p>practitioners, and professionals working with children and families. There is a database of more than 22,000 child abuse and neglect and child welfare documents that is accessible both through the Clearinghouse Home Page and on a CD-ROM that is available free of charge to libraries, universities, and other qualified institutions. The Clearinghouse also distributes training resources, research studies, statistical reports, state statutes summaries, and annotated bibliographies. A free catalog of publications and services is available.</p>
<p>National Clearinghouse for Primary Health Care Information 2070 Chain Bridge Road Suite 450 Vienna, VA 22182 (703) 821-8955, ext. 248 http://www.bphc.hrsa.gov/</p>	<p>Clearinghouse that provides information to support the delivery of health care to areas that have shortages of medical personnel and services; materials include: governing boards, financial management, sexually transmitted diseases, lead poisoning, administrative management, and clinical care.</p>
<p>National Coalition for Adult Immunizations 4733 Bethesda Avenue, Suite 750 Bethesda, MD 20814-5228 (301) 656-0003 http://www.nfid.org/ncai/</p>	<p>The National Coalition for Adult Immunization, formed in 1988, is a network of organizations dedicated to promoting adult immunization, primarily through educational and motivational activities. The goal of NCAI is to raise immunization levels in high-risk and other adult target groups by increasing awareness of physicians, other healthcare providers, and the general public about the need for and the benefits of immunization.</p>
<p>National Committee to Prevent Child Abuse 332 S. Michigan, Suite 1600 Chicago, IL 60604 (312) 663-3520 http://www.childabuse.org/</p>	<p>National organization that publishes monographs, booklets, and pamphlets; provides research, training and technical assistance, and prevention programs.</p>
<p>National Council on Patient Information & Education 666 11th Street, NW, Suite 810 Washington, D.C. 20001 (202) 347-6711 http://www.talkaboutrx.org/</p>	<p>Council that provides information on programs, services, and materials that promote the safe use of medicines.</p>
<p>National Diabetes Information</p>	<p>The National Diabetes Information</p>

<p>Clearinghouse (NDIC) 1 Information Way Bethesda, MD 20892-3560 (301) 654-3327 http://diabetes.niddk.nih.gov/about/index.htm</p>	<p>Clearinghouse (NDIC) is an information and referral service of the National Institute of Diabetes and Digestive and Kidney Diseases, one of the National Institutes of Health. The Clearinghouse responds to written inquires, develops and distributes publications about diabetes, and provides referrals to diabetes organizations, including support groups. The NDIC maintains a database of patient and professional education materials, from which literature searches are generated.</p>
<p>National Digestive Diseases Information Clearinghouse (NDDIC) 2 Information Way Bethesda, MD 20892-3570 (301) 654-3810 http://digestive.niddk.nih.gov/about/index.htm</p>	<p>The National Digestive Disease Information Clearinghouse (NDDIC) is an information and referral service of the National Institute of Digestive and Kidney Disease, one of the National Institutes of Health. The Clearinghouse responds to written inquires, develops and distributes publications about digestive diseases, and provides referrals to digestive diseases organizations, including support groups. The NDDIC maintains a database of patient and professional education materials, from which literature searches are generated.</p>
<p>National Eye Education Program 2020 Vision Place Bethesda, MD 20892-3655 (301) 496-5248 or (800) 869-2020 http://www.nei.nih.gov/</p>	<p>Program of the National Eye Institute (NIH); implements eye health education programs for the public and health professionals, including national campaigns and health education materials.</p>
<p>National Fire Protection Association 1 Batterymarch Park Quincy, MA 02169 (617) 770-3000 http://www.nfpa.org/</p>	<p>Objective is to reduce the burden of fire on the quality of life by advocating scientifically-based consensus codes and standards, research, and education for fire and related safety issues.</p>
<p>National Foundation for Infectious Diseases 4733 Bethesda Avenue, Suite 750 Bethesda, MD 20814 (301) 656-0003 http://www.nfid.org/</p>	<p>Non-profit organization, the mission of which is to support research into the causes of and cures for infectious diseases; to aid in or foster the prevention of infectious diseases; and to encourage, sponsor, and conduct public and professional education programs. NFID also coordinates the National Coalition for Adult Immunization.</p>

<p>National Heart, Lung and Blood Institute (NHLBI/OPEC) 31 Center Drive, MSC2480 Room 4A21 Bethesda, MD 20892-2480 (301) 496-4236 http://www.nhlbi.nih.gov/</p>	<p>Organization that provides national leadership for national programs and research related to the cause, prevention, and treatment of cardiovascular, pulmonary, and blood diseases; disseminates numerous educational materials for the public and health professionals.</p>
<p>National High Blood Pressure Education NHLBI Information Center P. O. Box 30105 Bethesda, MD 20824-0105 (301) 592-8573; FAX (301) 592-8563 http://www.nhlbi.nih.gov/</p>	<p>Center that provides educational messages to the public concerning high blood pressure.</p>
<p>National Highway Traffic Safety Administration (NHTSA) 400 7th Street, SW Washington, D.C. 20590 (202) 366-4000 http://www.nhtsa.dot.gov/</p>	<p>Administration of the U.S. Department of Transportation that publishes brochures, flyers, statistical reports, videotapes, and other information about safety belts, car seats, pedestrian, bicycle and motorcycle safety, and drunk and impaired driving.</p>
<p>National Information Center for Children and Youth with Disabilities (NICHCY) P. O. Box 1492 Washington, D.C. 20013-1492 (202) 884-8441 or (800) 695-0285 http://www.nichcy.org/</p>	<p>NICHCY is an information clearinghouse that provides information on disabilities and disability-related issues. Children and youth with disabilities (birth to age 22) are their special focus. Anyone may contact NICHCY for information.</p>
<p>National Injury Information Clearinghouse U.S. Consumer Product Safety Commission Washington, D.C. 20207-0001 (301) 504-0424 http://www.cpsc.gov/about/clrnghse.html</p>	<p>National organization that publishes monographs, booklets, and pamphlets; provides research, training and technical assistance, and prevention programs.</p>
<p>National Institute of Diabetes and Digestive and Kidney Diseases 31 Center Drive, Room 9A04 MSC 2560 Bethesda, MD 20892-2560 (301) 496-3583 http://www.niddk.nih.gov/</p>	<p>Conducts and supports research on many of the most serious diseases affecting the public health. The Institute encompasses the broad spectrum of metabolic diseases such as diabetes, inborn errors of metabolism, endocrine disorders, mineral metabolism, digestive diseases, nutrition, urology and renal disease, and hematology. Basic research studies include biochemistry; nutrition; pathology; histochemistry; chemistry; physical, chemical, and molecular biology; pharmacology; and toxicology.</p>

<p>National Institutes of Health (NIH) Division of Public Information 9000 Rockville Pike, Bldg. 31, Room 2B25 Bethesda, MD 20892 (301) 496-2535 http://www.nih.gov/</p>	<p>Division of NIH that provides information on selected health topics, including environmental health and nutrition.</p>
<p>National Institute of Mental Health 5600 Fishers Lane 7C02 Rockville, MD 20857 (301) 443-4513 TDD (301) 443-8431 FAX (301) 443-0008 (301) 433-5158 On Demand System PANIC DISORDER (800) 64-PANIC DEPRESSION (800) 421-4211 (888) 8ANXIET e-mail: nimhpubs@nih.gov nimhinfo@nih.gov http://www.nimh.nih.gov/</p>	<p>The National Institute of Mental Health (NIMH), a component of NIH responds to information requests from the lay public, clinicians, and the scientific community. Subjects include a basic behavioral research, neuroscience of mental health, rural mental health, children’s mental disorders, schizophrenia, paranoia, depression, bipolar disorder, seasonal affective disorder, learning disabilities, Alzheimer’s disease, panic, obsessive compulsive, and other anxiety disorders. It distributes information and publications on Depression/Awareness, Recognition, and Treatment Program (D/ART) and on the Anxiety Disorders Education Program, NIMH-sponsored educational programs on depressive and anxiety disorders, their symptoms and treatments. A list of NIMH publications, including several in Spanish, is available upon request.</p>
<p>National Institute of Neurological Disorders & Stroke 9000 Rockville Pike, Bldg. 31, Room 8A06 Bethesda, MD 20892 (301) 496-5751 http://www.ninds.nih.gov/</p>	<p>Organization that disseminates information on the causes, prevention, diagnosis, and treatment of neurological disorders and stroke.</p>
<p>National Institute for Occupational Safety & Health EID-IRB 4676 Columbia Parkway, Mail Stop C-19 Cincinnati, OH 45226 (800) 356-4674 http://www.cdc.gov/niosh/homepage.html</p>	<p>Organization that provides a number of services including health hazard evaluations of worksites, fatal accident investigation, extramural grants, databases, educational resources, and publications.</p>
<p>National Kidney and Urologic Diseases Information Clearinghouse 3 Information Way Bethesda, MD 20892-3580 (301) 654-4415 http://kidney.niddk.nih.gov/about/index.htm</p>	<p>The National Kidney and Urologic Diseases Information Clearinghouse (NKUDIC) is an information and referral services of the National Institute of Diabetes and Digestive and Kidney Diseases, one of the National Institutes of</p>

	<p>Health. The clearinghouse responds to written inquiries, develops and distributes publications about kidney and urologic diseases, and provides referrals to digestive disease organizations, including support groups. NKUDIC maintains a database of patient and professional education materials from which literature searches are generated.</p>
<p>National Mental Health Association 1021 Prince Street Alexandria, VA 22314-2971 (703) 684-7722 http://www.nmha.org/</p>	<p>The National Mental Health Association, through its national office and more than 330 affiliates nationwide, is dedicated to improving the mental health of all individuals and achieving victory over mental illnesses. NMHA accomplishes its mission as a force of social change through advocacy, prevention, public education, information, and referral.</p>
<p>National Osteoporosis Foundation 1150 17th Street, NW, Suite 500 Washington, D.C. 20036 (202) 223-2226 or (800) 223-9994 http://www.nof.org/</p>	<p>Non-profit organization that provides direct support for research; sponsors a national annual campaign; provides resource materials on osteoporosis for health care professionals and the public.</p>
<p>National Resource Center for Rural Elderly University of Missouri-Kansas City 5100 Rockhill Road Kansas City, MO 64110-2499 (816) 235-1747; FAX (816) 235-5193</p>	<p>The National Resource Center for Rural Elderly (NRCRE) is a nationwide focal point for programs and services for rural elders. The Center supports state units on aging, rural areas agencies on aging, and other institutions and individuals as they seek to improve the quality of life of older Americans. Through 20 publications and a newsletter, the Center links the best practical knowledge and direct experience with the latest research findings to provide practical expertise and consultation on rural programs.</p>
<p>National Resource Center on Child SA 200 Westside Square, Suite 700 Huntsville, AL 35801-4816 (205) 534-6868 or (800) 543-7006</p>	<p>Organization that offers referrals for sexual assault treatment and a listing of professionals; provides assistance to communities; publishes a bi-monthly newsletter.</p>
<p>National Resource Center on Homeless and Mental Illness 262 Delaware Avenue Delmar, NY 12054 (800) 444-7415</p>	<p>Center that provides information and technical assistance concerning the needs of homeless, mentally ill persons.</p>

http://www.nrchmi.samhsa.gov/	
National Rural Electric Cooperative Association 4301 Wilson Blvd. Arlington, VA 22203 (703) 907-5500 http://www.nreca.org/	Organization concerned with the health needs of rural Americans.
National Safe Kids Campaign 1301 Pennsylvania Avenue NW, Suite 1000 Washington, D.C. 20004 (202) 662-0600 http://www.safekids.org/	Program that provides information materials to help increase awareness of the problem of childhood injury; designs programs to be implemented in communities to create a safer environment for children.
National Safety Council Customer Service Department P. O. Box 558 Itasca, Illinois 60143-0558 (800) 621-7619 http://www.nsc.org/	The mission of the National Safety Council is to educate and influence society to adopt safety, health, and environmental policies, practices, and procedures that prevent and mitigate human suffering and economic losses arising from preventable causes.
National Stroke Association 96 Inverness Drive East, Suite I Englewood, CO 80112-5112 (303) 649-9299 or (800) STROKES http://www.stroke.org/	Non-profit organization that serves as an advocate for stroke prevention, rehabilitation, research, and survivor support; offers a wide selection of materials including videotapes, audiotapes, journals, brochures, and booklets for continuing education, staff training, and the public.
National Sudden Infant Death Syndrome Clearinghouse 2070 Chain Bridge Road, Suite 450 Vienna, VA 22182 (703) 821-8955, ext. 249 http://www.sidscenter.org/	Clearinghouse that provides information and materials on SIDS, apnea, and other related issues.
National Health Information Center P. O. Box 1133 Washington, D.C. 20013-1133 (800) 336-4797 http://www.health.gov/nhic/	Government contract, funded by the Office of Disease Prevention and Health Promotion. Provides publications and resource guides for shipping and handling fees. Provides referrals to national organizations for health-related information.
The Substance Abuse & Mental Health Services Administration (SAMHSA) Office of Communications Parklawn Building, Room 13C05	Government agency that provides education on alcohol, drug abuse, and mental health.

<p>5600 Fishers Lane Rockville, MD 20857 (301) 443-8956 http://www.samhsa.gov/</p>	
<p>Sudden Death Infant Syndrome (SIDS) Alliance 1314 Bedford Avenue, Suite 210 Baltimore, MD 21208 (800) 221-SIDS http://www.sidsalliance.org/</p>	<p>Private, voluntary organization to help families of SIDS babies; has a wide variety of information offered to the public; referrals for support groups and hospitals.</p>
<p>Washington Business Group on Health 777 North Capitol Street, NE, Suite 800 Washington, D.C. 20002 (202) 408-9320 http://www.wbgh.com/</p>	<p>Organization that provides information regarding current worksite health promotion programs in American corporations, including bibliographies of low cost and free materials; provides lists of vendors offering services.</p>
<p>Wellness Councils of America Community Health Plaza 7101 Newport Avenue, Suite 311 Omaha, NE 68152-2175 http://www.welcoa.org/</p>	<p>Organization that provides the publication Health People at the Worksite 2000: An Information Kit; supports community-based Wellness Councils, especially in worksite health promotion activities. Also produces a health newsletter for distribution to employees and health brochure.</p>

Exhibitor's Evaluation

Exhibitor/Organization Booth number _____

Your name _____ Phone number _____

1. Please rate the following aspects of the _____ County Health Fair.

	Excellent	Fair	Poor
Attendance			
Pre-planning			
Management			
Facilities			
Location of booth			
Booth space			
Publicity			

Comments or suggestions for change:

2. If another Health Fair was held, would you participate? Yes _____ No _____

3. Please estimate the number of participants you actually talked with.

4. Please estimate the number of publications handed out from your booth.

Thank you for your participation.

Evaluation of the Health Fair

Your name _____

Date _____

Thank you for participating in the Health Fair. In order to plan for future events, we would appreciate answers to the following questions:

1. How would you rate the Health Fair in general? Excellent Fair Poor

Comments _____

2. Do you plan any changes in the things you normally do as a result of anything you learned or participated in at the Health Fair, such as taking a class or stopping smoking?
Yes _____ No _____

Comments _____

3. How do you plan on using any of the Health Fair information received today? Please check all the ways you plan to use the information you received today.

_____ I do not plan to use the information.

_____ I plan to read pamphlets for my own benefit.

_____ I plan to share information with friends, relatives, or neighbors.

If so, how many?

_____ I plan to see a doctor.

_____ I found that I had a health problem I did not know about before.

_____ I found that someone in my family had a health problem we did not know about before.

_____ I learned about one or more health agencies and their services that I did not know about before.

4. List your favorite exhibitors/booths/activities and speakers.

My favorite exhibitors/booths/activities

My favorite speakers

5. Why did you come to the Health Fair? Check all that apply.
Free _____ Convenient _____ Curious about health _____ Felt badly recently _____
My family came _____ I was at the location anyway _____
Other _____

6. How did you hear about the Health Fair?
TV (specify station) _____ Radio (specify station) _____
Newspaper (which one?) _____ Poster (specify where) _____
_____ Word of mouth _____ Do not remember _____
Other _____

7. Screenings, etc., I had today:
Blood Pressure _____ Flu Shots _____
Blood Sugar _____ Healthy Heart Evaluation _____
Cholesterol _____ Helicopter Tour _____
Diabetes Education _____ Hearing Screening _____
Donated Blood _____ Mammogram _____
Donated Eye Glasses _____ PSA Testing _____
EMS Ambulance Tour _____ Skin/Mole Screening _____
Eye Screening _____

8. If you had an abnormality detected through screening, do you plan on getting a follow-up examination? Yes _____ No _____

9. I would attend a Health Fair next year. Yes _____ No _____

10. Topics I would like to see at the next Health Fair:

11. General comments and suggestions (bad and good equally welcome).

12. *Optional* (so we can get further information from you about the above, if needed):

Name: _____
Home Phone #: _____
Office Phone # _____

Thank you for your help!



Through its statewide programs, the Montana State Library empowers Montanans; enhances learning in families and communities; builds 21st Century skills; and provides opportunities for civic participation.



The Institute of Museum and Library Services, an independent federal agency that grows and sustains a “Nation of Learners,” because lifelong learning is critical to success.

[**nmlm.gov/pnr**](http://nmlm.gov/pnr)

