

# Health Fairs: Bring Healthy Events to Your Employees

Health Fairs are a great way for you to offer your employees information and activities that help to educate them about health topics and offer them suggestions for healthier living through fitness, nutrition and a variety of other important topics. Health fairs can also offer valuable health screenings to detect health issues early before they become serious.

## Organize a health fair at your worksite

Choose a location that is easily accessed by your employees and any vendors who might be providing services at the fair. Make sure there is adequate and comfortable space to allow for setup of any equipment and/or other activities being used during the fair.

Plan a health fair in conjunction with a special health observance or event to promote and raise awareness. (National Health Observances are listed in this toolkit.)

Choose internal and external vendors who can offer your employees the greatest benefits. Make initial contact to secure and schedule vendors, determine any special setup or space requirements and then follow up to confirm their participation and any associated fees.

## Some suggestions are:

### Internal

Representatives from your Human Resources Department  
Safety Committee  
Environmental Committee  
Employee Wellness Team  
Company Athletic Teams/Fitness Group

### External

Blue Cross of Northeastern Pennsylvania	Department of Health
American Heart Association	Massage therapist
American Cancer Society	Audiologist
American Lung Association	Local fire, police, hospital, home health agency
American Diabetes Association	Weight management program representative
American Red Cross	Dietitian or nutrition expert
Area health clubs/fitness centers	

## Show your commitment to your employees' health

Allow extra time during breaks and lunches or special allotted time to visit the health fair to ensure that everyone benefits. Be sure to invite retirees and perhaps family members of employees.

When arranging setup of the health fair, mix interactive with more static vendors so employees are more likely to visit all vendors. Designate private areas for any health screenings and separate space for any scheduled speakers or demonstrations.

## Planning steps

- Budget for costs such as vendor fees, parking fees, decorations, food/beverages, employee incentives.
- Recruit employee volunteers to offer input, help organize and promote to other employees.
- Choose a theme for your health fair that fits your company. For example, a car company might choose "On the Road to Better Health."
- Contact vendors first by telephone and then in writing to confirm the details of their participation; ask what their setup needs are (i.e., electrical outlets, etc.) and provide them with information about parking, setup and take down, etc.
- Solicit prizes from local restaurants/businesses and internally from company cafeteria, company marketing/promotional items (check with your company's legal department for any existing policy on solicitation).
- Promote the event using the following methods:
  - Intranet and/or company email
  - Posters displayed in cafeteria, restrooms, building lobby
  - Company newsletter
  - Public address system
  - Staff or company meetings

(Be sure to include information about the time, location, vendors, scheduled activities, any refreshments and any raffle items or door prizes.)

- Arrange the layout of where vendors will be located, keeping in mind their needs such as electrical outlets and safety or fire codes.
- Review your health fair plans with your company's legal department to make sure you are following company policies and regulations and to determine the need for release forms.
- Develop a brief survey to distribute the day of the health fair to receive feedback and suggestions from your employees.
- Set up for the health fair the day before, if possible, to avoid any last minute problems.

## Day of health fair

- Greet vendors, assist with setup and orient them to cafeteria, restrooms, etc.
- Be sure that someone periodically walks through the health fair to assess employees'/vendors' needs and clean up areas where necessary.
- Maintain registration/refreshment tables throughout the health fair.

## Health fair wrap-up

- Thank vendors, donors of prizes, employees who volunteered.
- Be sure to collect completed surveys to evaluate employees' level of satisfaction with the event and to determine how to improve the next health fair.

# Employee Wellness Fair

## Vendor Needs Assessment Form

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

(Setup Time: \_\_\_\_\_ )

LOCATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_

1. Name of organization: \_\_\_\_\_

2. Name of contact: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

5. Topic of information to be displayed: \_\_\_\_\_

6. Will you be offering a screening:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, what type of screening? \_\_\_\_\_

7. Space needed: \_\_\_\_\_

\_\_\_\_\_

8. Special equipment needed (i.e., electrical outlet, extension cord) \_\_\_\_\_

\_\_\_\_\_

9. Number of parking spaces needed: \_\_\_\_\_

Please fax to: \_\_\_\_\_



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