Health Fair Booth Readiness Checklist

_____ Determine the objective of the health fair itself.

_____ Determine your objective for the health fair.

_____ Establish a theme for your booth.

_____ Figure out what resources will be most useful for your audience.

_____ Determine the space available for a display, prizes, activities, etc.

_____ Pick a poster or banner for your display.

_____ Choose some handouts and/or props for your display.

_____ Pick up any prizes you may wish to offer.

_____ Decide whether your booth needs further decoration.

_____ Plan any activities or games that you would like to have take place at your booth.

_____ Figure out the intervals at which any games/activities will take place.

_____ Gather materials for your activities/games.

_____ Practice any presentation you may give.

_____ Gather materials for that presentation.

_____ The night before the health fair, double-check all your plans and materials.

_____ Set up your booth.

_____ Have a blast at the fair!

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