

## November

- Establish timelines
- Establish goals and objectives for the health fair
- Identify target audiences
- Prepare a budget
- Complete sponsor list

## December

- Contact sponsors
- Decide on activities and demonstrations, etc.
- Select health screenings and services to be offered.
- Order education and promotional materials

## January

- Receive written commitments from sponsors, providers, volunteers, etc. ?
- Provide written confirmation sponsors
- Create promotional flyers, invitations, or emails and distribute them to your members. Put flyers in website, social media etc.

## February

- Make booth sign
- Secure the following supplies: pens and pencils, paper clips, rubber bands, tacks, pins, emergency kit with first aid supplies, camera (and film if not using a digital camera) for the volunteer photographer, phone book, sponsors and volunteer lists with phone numbers, etc.
- Schedule meetings of volunteers

## March

- Confirm with all sponsors
- Purchase perishable items and safely store them
- Make a list of where volunteers will be assigned the day of the health fair