



# School Wellness Event Planner Checklist

## 6 Months Before:

- Set the event on agenda of Wellness Committee and get approval from the Principal
- Establish goals and objectives for the School Wellness Event.
- Select planning committee members.
- Select a theme.
- Select a date and time.
- Select and reserve the location.
- Identify possible services, information, exhibits, activities using the School Wellness Event Planner
- Prepare a budget.

## 3 Months Before:

- Establish timelines (see School Wellness Event Planner)
- Seek as many local agencies or groups as possible to attend your event.
- Ask exhibitors, clinicians, and other people 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.

## 2 Months Before:

- Order educational and promotional materials if needed
- Plan and begin securing prizes, decorations, goodie bags, giveaways, films, donations, etc.
- Secure cash box; plan for change needs at the fair.
- Reserve hand-trucks, carts, etc.
- 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:**

- ☐ Meet to review progress towards implementation of plans.
- ☐ Publicize the event with flyers, posters, on the school's website, etc.
- ☐ Contact television, radio, and newspapers to publicize.
- ☐ Plan classroom and needed space locations.
- ☐ Make direction 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
  - Paper towels
  - Kleenex
  - Camera and film for the volunteer photographer
  - Phone book, exhibitor and volunteer

## **Week of event:**

- ☐ Double check with exhibitors, participants and volunteers
- ☐ Publicize on social media outlets and morning announcements
- ☐ Hang signage
- ☐ Set up areas day of

## **After event:**

- ☐ Celebrate your success!
- ☐ Write up a quick 'success story' to be included in school newsletters
- ☐ Thank exhibitors, participants and volunteers
- ☐ Evaluate event and make plans for next year's event