

To Faith-Based Health Fair Planners:

Congratulations on deciding to host a Health Fair for your community! Thank you for contacting Centra Health for assistance. The following information is provided as guidance for the planning of this event.

Action Steps

1. Allow at least 2-3 months for planning.
2. Designate a coordinator for the event.
3. Decide who the target group is: age, race, known health problems
4. Set date, time and location. (Limiting it to a few hours is best.)
5. Decide on a theme. (Example: heart health, healthy kids, etc.)
6. Decide on displays and topics.
7. Contact local agencies for participation. If they are able to participate, find out what they need in terms of table, chairs, electricity, privacy, etc. If they are **unable** to participate, ask for material to be sent to the fair. Be sure to keep a list of the folks you have contacted, and their response. Include name and contact information, especially email.
8. Send a reminder one to two weeks prior to the event. Confirm date, time and location. Make sure to leave your contact information.
9. Set up the location as much as possible the day before the event.
10. On the day of the event, arrive early, have volunteers available to help transport and set up displays. Consider parking needs for those bringing displays.
11. During the event, circulate to all the displays. Check on the needs of the displayers. Offer water, and coverage for bathroom breaks.
12. Following the health fair, contact each displayer, thank them for their participation, and ask what changes could be made.

Centra Health Support

The Marketing Department of Centra Health is available to provide suggestions and encouragement. Written and visual health education and information materials may be available to supplement your event. Contact the Marketing Department at **947-4735** for information. The availability of

Centra Health staff to attend health fairs is very limited. There are specific requirements for different screenings, including fees and restrictions on quantity and time.

Some topics for which resources **may** be available through Centra Health:

- Advance directives
- Breast health education
- Cardiac services
- Diabetes
- Gastroenterology services
- Home care services
- Infectious disease (HIV/AIDS)
- Long term care services
- Mental health services
- Nutrition
- Pulmonary/lung cancer
- Sleep disorders
- Women and children's health issues

Congregational Health Connection

The Congregational Health Ministry Program is a service of the Pastoral Care Department at Centra Health. This program is designed to help faith communities develop, implement and sustain ongoing health ministries tailored to the assessed needs of individual faith communities. The partnership is a free community service, focusing on health, healing and wholeness. Many faith communities have discovered the benefits of partnership in the ongoing promotion of the link between faith and health. If your faith community has committed to host a health fair, then think about taking this next step. For more information, contact Ruth Syre, R.N., at **947-4041**, or ruth.syre@centrahealth.com.

Community Resources

Many organizations in the community are available and eager to provide assistance with health fairs. Some of these organizations are nationally based not-for-profit services who have local chapters, such as the Alzheimer's Association, American Cancer Society, etc. In addition, proprietary vendors are often willing to participate. Businesses such as long term care facilities, chiropractors, massage therapists and others often have representatives who are available to participate. These groups and businesses may be found in the

phone directory. Identifying a target group and developing a theme will help narrow the list of potential contacts. Attached is a sample list of potential organization contacts. It is not a total list, but it is a good place from which to start.

Other Resources

Internet resources: Searching for sites under “health fair planning for churches” provides a wealth of information. Here are some examples:

What is a health fair:

http://www.faithclipart.com/guide/church_membership/health-fairs.html

How to plan a health fair:

<http://www.infonet.st-johns.nf.ca/nhnp/docs/healthfair.html>

Community Resources List

(Does not include every available resource)

Organization	Phone
Alliance for Families and Children	434-846-1052
Alzheimer’s Association	434-845-8540
American Cancer Society (Lynchburg)	434-845-0973
American Heart Association (Mended Hearts)	434-846-6559
Area Agency on Aging (Lynchburg)	434-385-9070
Arthritis Foundation (Richmond)	1-800456-4687
Central Virginia Health District (Health Dept.)	434-947-6785
LifeNet (organ donation)	1-800-847-7831
Lung Association (Roanoke)	1-800-586-4872
Mental Health Association	434-847-9055
National Multiple Sclerosis (Charlottesville)	434-971-8010
Senior Navigator	434-239-0532
Transplants Living to Care	434-369-7747

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