



# Corporate Health Fair Planning Checklist

## Event Foundations

- Define event goals and objectives
- Select preferred date, time, and venue

## Vendor & Experience Planning

- Choose vendor categories (carriers, wellness providers, screenings)
- Secure minimum vendor count (10–12 recommended)
- Confirm interactive stations

## Logistics & Layout

- Finalize layout/flow map
- Confirm tables, chairs, electricity, and A/C
- Reserve vendor parking and load-in instructions
- Prepare signage and check-in table

## Employee Engagement

- Schedule internal promotions
- Create email + intranet communications
- Highlight raffles & incentives

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## Event Day Prep

- Vendor check-in table ready
- Raffle prizes displayed
- Photography (optional)
- Breakdown plan confirmed



## After the Event

- Gather feedback
- Review participation data
- Document high-impact stations
- Begin planning for next year