Tips for Hosting a Successful Community Fair

1. Select a Date and Time
   - Refer to the community calendar to avoid conflicts
   - Consider holding the event on a Saturday

2. Secure a Facility
   - Once you have selected some tentative dates, secure a facility
   - Next, based on the facility, determine the number of booths and activities the space will accommodate

3. Engage partners early in the planning process (3—6 months in advance)
   - Your partners may have great ideas to help you with planning, so ask for their input!

4. Interactive Activities (from your exhibitors – see Handout 9 – Who to Invite)

5. Local entertainment

6. Refreshments
   - Have a bake sale!

7. Advertising
   - Local newspapers, radio, television
   - Schools
   - Employment centers
   - Churches, synagogues
   - City/county newsletter
   - Main Street banner

8. Get the kids involved!
   - Work with local Boy and Girl Scout troops, youth city councils, 4-H, FFA, high school sports teams, university clubs, etc. They can bring good ideas to the table for engaging the youth in your community, and they can help facilitate the activities.
   - Contests
     - Poster/coloring
     - Photo Contests
     - Best emergency preparedness kit
     - “I remember when...” a writing contest for youth to share their disaster/emergency memories
   - Activities
     - Hands-on First Aid Clinics
     - Getting your pet ready (disaster/emergency pet care tips)
   - Games
     - Scavenger hunt