

## 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 Contest
    - 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