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# Temple University Collaborative on Community Inclusion of Individuals with Psychiatric Disorders

## So You Wanna Host an Activity Fair?

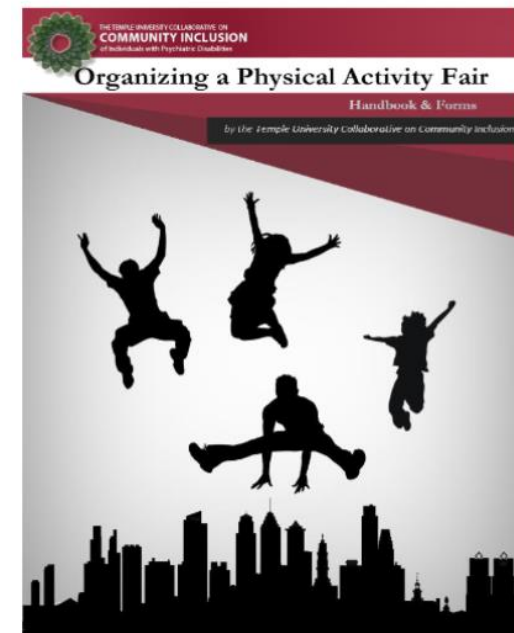
Steps & Strategies to Hosting a Fair

# Discussion Objectives

- Identify benefits of hosting an Activity Fair
- Steps for planning an Activity Fair

## Organizing a Physical Activity Fair Manual

[http://tucollaborative.org/?smd\\_process\\_download=1&download\\_id=1767](http://tucollaborative.org/?smd_process_download=1&download_id=1767)



# Previous Fairs

- Physical Activity Fair (Fall 2015)
- What's Happening? Getting to Know Your City (Spring 2016)



# Community Based Recreation

## Benefits

- Client interest & Intrinsic motivation
- Domains of wellness
  - Physical
  - Emotional
  - Cognitive
  - Social
  - Spiritual, Meaning & Identity



# Why Host a Community Fair?

- Introduce consumers, providers and businesses to each other
  - Interest focused, not diagnoses focused
  - Decrease negative attitudes and fear
- Encourage community based recreation
  - Introduce existing opportunities
  - Leisure education
- Educate businesses on ways they can support consumers
  - Welcoming environments
  - Address needs and concerns

# Event Committee

- Committee
  - Event Coordinator
  - Presenter Manager
  - Attendee Manager
  - Marketing Manager
  - Donations Manager
  - Facilities staff
  - Volunteer Manager
  - Volunteers





# Volunteer Details!

- Identifying and recruiting volunteers
- Volunteer Roles
- Training
- Monitoring
- Thanking



# Mission

## Creating a Mission Statement

- Purpose of the event
- Quick and to the point
- Easy to understand
- Drives

## Physical Activity Fair Mission

Educate, entertain and inspire people to get moving



# Objectives to Achieve Mission?

<u>Objective</u>	<u>Connection to Mission</u>
Lectures	Leisure ed. & tips on how to find and use community resources related to interests
Activities	Increase knowledge of exercise movements, Increase confidence and competence being active in groups
Information Tables	Connect guests to available activities
Leisure Interest Surveys	Encourage guests to consider leisure interests and next steps to participation

# Objectives (continued)

<u>Objective</u>	<u>Connection to Mission</u>
Session & Event Evaluations	Check effectiveness in reaching mission; inform future events
Media Coverage	Increase awareness beyond event attendees
Snacks	Encourage guests to stay longer, maintain energy and focus, also an opportunity to encourage healthy eating that can support an active lifestyle
Hand-Outs	Remind guests of what they learned after the event, distribute gifts that support a healthy lifestyle

# Internal Goals

- Increase contacts
- Career development (staff, interns and students)
- Revenue
- Publicity of host organization
- Raise public awareness of the benefits of activity engagement



# Decisions...Decisions...

- VIPs & Targeted Outreach
- Date & Time
- Location
- Budget & revenue opportunities
- Indoors vs Outdoors



# Legal Considerations

Injury waiver

Photo release

Business agreements

Cancellation policy

Liability insurance

Medical staffing requirements

Certifications (CPR)

Max attendees in location

Security necessary

Emergency planning



# Communications

- RSVP instructions
- Mission & Schedule
- Expected attire
- Costs
- Other attendees
- Location & Directions
- Indoor vs Outdoor
- Food Offered
- Agency Contact Information (for questions)
- Accessibility



# Wrap-up

- Thank EVERYONE
  - Share pictures & videos
  - Share press coverage
- Add to website and social media
- Invite continued collaboration
- Wrap-up Meeting

# QUESTIONS



THANK YOU! [HTTP://TUCOLLABORATIVE.ORG/](http://TUCOLLABORATIVE.ORG/)

Gretchen Snethen, PhD, CTRS  
[gsnethen@temple.edu](mailto:gsnethen@temple.edu)

Brandon Snead, CTRS  
[brandonsnead@gmail.com](mailto:brandonsnead@gmail.com)

Paige O'Sullivan, CTRS  
[posullivan@temple.edu](mailto:posullivan@temple.edu)