So You Wanna Host an Activity Fair?

Steps & Strategies to Hosting a Fair

Temple University Collaborative on Community Inclusion of Individuals with Psychiatric Disorders
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_downloa
d=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?

<table>
<thead>
<tr>
<th>Objective</th>
<th>Connection to Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>Leisure ed. &amp; tips on how to find and use community resources related to interests</td>
</tr>
<tr>
<td>Activities</td>
<td>Increase knowledge of exercise movements, Increase confidence and competence being active in groups</td>
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<tr>
<td>Information Tables</td>
<td>Connect guests to available activities</td>
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<tr>
<td>Leisure Interest Surveys</td>
<td>Encourage guests to consider leisure interests and next steps to participation</td>
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### Objectives (continued)

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

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