

## Project/Event Planner

Event Name:	<u>STEM Academy of Hollywood Fourth Annual Health Fair</u>
Date:	May 17 <sup>th</sup>
Location(s):	Bernstein SH Quad (1309 N Wilton Pl, Hollywood 90028)
Description:	<p>The quad will have a series of booths, from the following organizations/presenters, to help students understand health/wellness: (confirmed)</p> <ul style="list-style-type: none"> <li>-Educare: Advocates for Healthy Choices</li> <li>-Department of Public Health (Covid Awareness +)</li> <li>-Nurse (glasses, etc.)</li> <li>-Cultural Crafts Club (de-stress)</li> <li>-Family Source Center</li> <li>-Le Conte Healthy Start</li> <li>-PRIDE Alliance: Healthy Relationships &amp; Safety</li> <li>-College Classes: VO2 Max demonstration</li> <li>-STEM Students: Open House (upstairs)</li> <li>-Children's Hospital HIV testing</li> <li>-Didi Hairsh Suicide Prevention Center</li> <li>-GRYD</li> <li>-SEPA (LAUSD Medical Program)</li> <li>-Gateways Hospital: Teenage Health Awareness -</li> <li>-UCLA Peer Health Exchange: STIs &amp; common health challenges</li> <li><del>-AHF: HIV Testing Bus</del></li> <li>-Planned Parenthood</li> <li><del>-UCLA Mobile Eye Clinic</del></li> </ul>
Purpose:	To inform students and families of common health ailments and resources available for treatment and prevention in a fun environment that normalizes these conversations
Time:	4pm-7pm
# of Guests:	Estimated ~200
Special Guests:	~12 (booths)
Materials Needed for Event:	<ul style="list-style-type: none"> <li>-Tables &amp; Chairs (Auditorium)</li> <li>-Signage for Booths (Make Week Before)</li> <li>-Raffle Tickets (Print) &amp; Tumbler (Forte), Stamps for booths</li> <li>-Tape, Scissors, Markers, etc. for hanging, removal, adjustment, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>-Raffle Prizes (buy, donations from Dabagyan/school)</li> <li>-Speakers/Microphone (Pocasangre)</li> <li><del>-Health Kits (Make 2 weeks prior)</del></li> <li>-Wristbands for attendance/check-in</li> </ul>
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## 3-4 Months Before the Event

Activity	Person Responsible	Due Date
<del>Establish planning group and appoint a lead team member.</del>	—	
<del>Hold planning meeting for event goals and details (How often? When? Where?). (Mondays, afterschool)</del>		=
Establish job <u>responsibilities</u> Publicity/social media manager: Hannah Spokesperson: Hannah with support from Lakshmi & Sheila Set-up: Stephanie & Kimberly Photographer: Emma, Irene, Stephanie Runners: Briseyda, Sheila Didi Hairsh: Folashade[?] Recruitment: Hannah - PRIDE Alliance, Lakshmi - Cultural Crafts Health Kit/Raffle Lead: Angie (Sheila supporting) Music: Angie (make playlist) Photo booth: Emily Castro		3/7
<del>Determine funding and budget (are these school approved?).</del>	Hall	<del>2/28</del>
<del>Reserve date on school calendars.</del>	Hall	<del>2/28</del>
<del>Reserve event space - follow school protocol for reserving space and getting on school calendar.</del>	Hall	<del>2/28</del>
Discuss communication and promotion strategy - how will you publicize and let the audience know?	All	3/14
<del>Website: Add an 'Events' page on your Weebly site with information about your event.</del>	All	<del>2/28</del>

Notes:

## 2-3 Months Before the Event

Activity	Person Responsible	Due Date
Create posters for advertising - send those to Advisories too <ul style="list-style-type: none"> <li>- Maybe one big one on the gates for the week before</li> <li>- <del>Smaller ones for hallways/newsletters, etc.</del></li> </ul>	Hannah, Sheila, Lakshmi	3/21  Big one by 5/3
<del>Project Manager and Social Media Manager discuss publicity.</del>	All	3/14
<del>Create an assembly video advertisement.</del>		4/14**
Determine signage requirements (directional, backdrops, etc.).		5/1
Determine on-site registration procedures, including ushers.	Educare	5/1
<del>Contact Campus Supervision Aides/Dabagyan for safety and security assistance.</del>	Sheila	
Contact plant manager re: stage, podium, chairs, tables, restrooms, wifi needs, equipment, and trash removal.	Hall	
<del>Invite other schools</del>	<del>Dabagyan/Hall</del>	<del>4/7</del>

Notes:

## 4 Weeks Before the Event

Activity	Person Responsible	Due Date
Approve final agenda and run of show.		5/1
Project Manager and Social Media Manager publicize (on SM, Weebly site and other channels). Tell LA Promise	Hall	4/7

Fund/ Girls Buildstaff about event! #GirlsBuild @lapromisefund		
Prepare event signage.	Hall's Service Students	4/30
Send teacher invites, post on assembly slides, hallway TV	C	5/3

Notes:

## 2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event.	All	5/3
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.	Hall ask Dabagyan & Bryan de Leon to come help discuss	5/9
Send out attendance update to planning team/key players.		
RSVP Form for students/families (maybe include a pre-survey)		

Notes:

## 1 Week Before The Event

Activity	Person Responsible	Due Date
Print signage, etc.		
Create run of show/ <del>map</del> (from set-up to clean-up)		
Raffle set-up/get prizes		

Establish communication strategy for the day (grown-ups text chain) and students - point person/gophers		
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Notes:

## 24 Hours Before the Event

Activity	Person Responsible	Due Date
Confirm security requirements.	Hall	
Double check signage for surveys <ul style="list-style-type: none"> <li>- Name</li> <li>- What was your favorite booth?</li> <li>- What did you learn today?</li> <li>- What resources were most useful?</li> <li>- What resources should we bring next year?</li> <li>- What were some issues that you saw and how do you think we could improve them?</li> <li>- Was timing ok?</li> <li>- Will you and your family come to the Health Fair next year?</li> </ul>		
Send reminder email to your volunteers and guests.	Hall & Marroquin	

Notes:

## Day of the Event

Activity	Person Responsible	Due Date
Send summonses to Girls Build & other club students to go start set-up		
Begin setup at least 2 hours before your event. This includes setup of chairs, tables, food, water, check-in table, signage, etc. <ol style="list-style-type: none"> <li>1. Hang up signs (using map)</li> <li>2. Setting up tables &amp; chairs for all the booths</li> <li>3. 3pm: Sheila - get the raffle tumbler from Ms. Forte &amp; set up raffle table (take down raffle tickets)</li> </ol>		

<p>from Ms. Hall) Angie get stamps (Ms. Hall) &amp; start handing them out to booths</p> <ol style="list-style-type: none"> <li>4. 3:30: Angie: speaker &amp; microphone - start the music</li> <li>5. Take maps to Educare table &amp; check-in if they need help (Hannah)</li> <li>6. 4pm Runners: Check in with all tables to see what they might need (might need to help set up tents)</li> <li>7. 4-5pm Floating checking for wrist-bands -&gt; no wristband, send to educare. (Start encouraging people to complete the survey)</li> <li>8. 5pm start encouraging people to visit Open House</li> <li>9. 6:30 start announcing closing of raffle</li> <li>10. 6:45pm Raffle - Hannah, Lakshmi, Sheila</li> <li>11. 7pm Teardown &amp; close-out</li> </ol>		
<p>Arrange printed material, nametags, etc. on registration/raffle table and make sure at least one person is there at all times.</p>		
<p>Ensure photographers are prepped for yearbook, leadership, etc.</p>		
<p>Ensure decorations are in place.</p>		
<p>Set up music</p>		
<p>Set up raffle</p>		

Notes:

## 1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes as appropriate.		
Complete written evaluation with suggestions for future events.		
Coordinate & post photographs/written description with Social Media Manager.		

Reflection:

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- AWESOME BOOTHS! Everyone loved what we had to offer
- Giving water bottles to partners
- Awnings for people in the sunshine
- Shaved ice truck
- Raffle prizes were good - raffle tickets worked well
- Educare signing people in!
- Think the idea of pairing Open House & Health Fair was good (parents come for one and stay for the other)
- Bring it back next year!

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- Advertising - need to let parents know about free stuff (send letters home with grades)? BBC is supersaturated so no one answers.
- Spread out surveys & medical kits (too much stuff at one table - overwhelming)
- Where was the parent support table?
- More posters earlier with all the booths listed
- Announcements to sign out and do survey every hour
- Specific groups/person in charge of announcements, flyers, contact with groups to promote, advertise in Advisory EARLY EARLY EARLY
- Book the eye truck in like September
- Planned Parenthood next year
- Planning in November
- More food options (maybe hot food from Leadership or pupusas/tamales/dodger dogs, etc.)
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