

How to Host a successful ANPA Health Fair

1. **Hold a meeting and pick a date** or several available date options; identify potential stakeholders, like community leaders and local pastors
2. **Hold a conference call with local community leaders**, like local pastors and other leaders of Nigerian community groups
3. **Solicit local reps for healthcare products and services** that could benefit from sponsorship tie-ins or product placements with healthcare outreach for issues such as diabetes, high blood pressure or hepatitis b events. This will help pay for venues and provide food, refreshments and educational materials
4. **Select event venue**, after consultation with local leaders and pastors who would have a better handle on the daily lives of the community groups.
5. **Liase with county clerk** to be present at the event to **assist** in signing up **people without health coverage**
6. **Identify speakers** and **enable different chapter members to speak and lecture** on selected preventable diseases such as Hepatitis B, Cardiovascular diseases, Hypertension, Osteoarthritis and Cancer screening.
6. **Liase with local Nigerian nurses and other allied health to assist** with various aspects of the events, and getting people out, including assistance with glucometer, lipid and blood pressure measurements
7. **Provide** existing **resources and information pamphlets** to patients with identified diseases and refer them to local county health clinics or other charitable health clinics

Submitted by Northern CA Chapter

How to Plan a Golf Tournament

- Have a project in mind
- Event Planner
- Access to Good affordable Golf Course
- Members who are golf enthusiasts.
- Sponsors
- Website

Achievements

- Support a Local Charity
- Build Bridges without Local Community
- Promote ANPA's Mission and Vision
- Raise Funds for ANPA

Submitted by Carolinas Chapter

Feed the Needy Program at Thanksgiving Day

- A way to give back to the community and be involved in community development
- Provides an avenue for community service and volunteerism for members and their families
- Increases ANPA visibility and profile in the community
- Design a sustainable program at a location that is easily accessible by homeless or food insecure population
- Can be done solely by an ANPA chapter but my recommendation is to form a partnership
- Decide which holiday or holidays work best for the chapter members.
- Partner with local organizations that play major roles in the planning and coordination with local shelters. This is crucial to the sustainability.
- Hot multi-course meal can be served from 11AM to 2PM and canned foods can also be distributed. Your chapter can pay for the catered meals and provide good food.
- Members can donate yearly towards the program and do not have to use money from the chapter's purse for the program.
- Members and their families volunteer and serve food on the day of the event. This can be very rewarding to families and provide ample learning opportunities for kids.
- Certificates can be issued to members and their children for hours volunteered. This can be useful for children who need proof of volunteer work for college admissions.

Submitted by Chicago Chapter

Social Media Utilization

- Creates visibility while promoting accessibility, branding & convenience
- Offers a forum to exchange ideas
- Likes & comments can be used to gauge interest in certain topics
- Share up-to-date current events
- Encourages multiple posts in a day and is a better alternative to email
- Share events/mixers – accept RSVPs
- Invite and advertise businesses
- Solicit volunteers for chapter projects
- Profile chapter members bi-weekly
- Share resources

Branding

- Promotes recognition
- Provides inspiration & motivation for members
- Creates trust
- Generates referrals
- Ideas for branding include press kit, gear, décor, stationary, e-board business cards, social media week

Submitted by Houston Chapter

5K Malaria Walk

Local Government Requirements

- Inform local government and gain necessary approvals
- Check with your local visitor information center to see if/what other events are being held at the same time and/or location

Budget

- Prepare an event budget and monitor your spending
- Select a location or venue
- Consider transportation – will people travel long distances to your event? Is there adequate parking? Is there easy access from public transit?

Event Agenda

- Establish a goal for the event
- Develop an event timeline
- Book entertainment & MC if needed
- Submit all required deposits

Sponsorship

- Create sponsorship proposal
- Identify potential sponsors and deliver sponsorship packages
- Follow-up with sponsors within a week
- Use testimonials and sponsor acknowledgments

Marketing & Promotion

- Develop a marketing plan
- Design promotional material including logo
- Build a website and optimize it for search engines
- Distribute flyers/posters/emails/brochures
- Submit event information to local event calendars and websites

Participant Registration & Invitations

- Build an online event registration form and host online registration from your website

- Determine what is included in the cost of registration (event t-shirt, pre-event dinner, etc.)
- Deliver an email announcement to your past participants with link to your online registration form

Permits & Licenses

- Apply for food permits if required
- If using music, apply for a noise permit
- Request for approval to erect promotional signage
- If road closures desired, send applications early

Risk Management

- Book first aid officers
- Conduct risk assessment involving all key stakeholders
- Create risk management plan
- Obtain relevant insurance and send copy to Council if required
- Contingency plans – wet weather, low attendance

Security Plan

- Book security & two-way radios
- Crowd control
- Cash security
- Notify police, ambulance service & fire brigade

Waste Management

- Develop waste management plan
- Promote reducing waste in marketing material
- Book toilet cleaners and extra paper if appropriate
- Clean up venue/mow lawn/clear area of debris

Traffic Management

- Design traffic plan including signage, disabled parking, VIP parking, pedestrian access, marshals, car parking area, entry and exit points, lighting, road closures, promote alternative transport

Food Vendors

- Book vendors and confirm in writing
- Request details of electrical requirements
- Request copy of Health department registration certificate
- Application for temporary food premises permit

Other

- Organize volunteers and staff
- Prepare scripts or run sheets for ceremonies
- Organize awards/trophies/certificates & decoration

Event Day

- Gather staff for full briefing
- Organize volunteer registration area & entertainers area
- Circulate contact list with mobile numbers to all staff and volunteers
- Review chain of command in case of emergency

Post-Event

- Removal of all equipment and rubbish
- Thank you letters to staff, volunteers, performers
- Thank you presentation to sponsors
- Evaluation / debrief with key stakeholders
- Close off budget
- Hold a debrief session to look at ways for improving the next event

Submitted by New York Chapter