

Instructions for Checkout Station

1. Smile, be friendly
2. Look over each participant's Health Fair Booklet and assure that they have attended all stations.
3. If they have not attended all stations, refer them back to stations that were missed.
4. If they have completed all stations, check the box next to the Checkout Station section on the back of the Health Fair Booklet, and offer the participant a free magazine/book.
5. Ask if the participants would be interested in health seminars, and have them fill out the Health Seminar Interest Form completely, ensuring that they place a checkmark in the boxes next to the seminars that they are interested in.
6. Make sure that any questions they may have had have been answered

Supplies List for Checkout Station

Checkout Station Sign
Free Books/Magazines
Health Seminar Interest Form
Pens (2)
Clipboards (2)