

## **Instructions for Registration**

1. Smile, be friendly
2. Welcome people, introduce yourself
3. Hand out Health Expo Booklets
  - A. Regular booklets go to adults (14 and older)
  - B. "Grow Up Strong!" booklets go to children 7 through 13 years old
  - C. "Growing Up Strong!" booklets go to children 3 through 6 years old
4. Fill out information for each participant on the registration form
5. Tape the measuring tape on a wall/pole and Measure heights without shoes
6. Use biometric scale to measure weight, BMI and body fat% (see Biometric Scale Operation Instructions for proper operation of the scale)
7. Fill out Health Expo Booklet under the Registration section at the back of the booklet.
8. Instruct participants to proceed from registration through the stations in any order, but making sure they finish at the Checkout Station.
9. Inform participants that they will receive free literature at the Checkout Station only if they complete all the other stations.

## **Supplies List for Registration**

Biometric Scale  
Pens  
Alcohol Cotton Balls / Container  
Waste bin  
Height / Tape Measure  
Registration Form  
Registration Sign  
Health Fair Booklets (adults 14 & older)  
Grow Up Strong Booklets (children 7-13 years old)  
Growing Up Strong Booklets (children 3-6 years old)

