

- Direct people to meeting information, contacts, info/business cards and whatever your Intergroup has supplied.

CLOSING DOWN THE TABLE:

- File brochures in separate envelopes or folders.
- Put everything into your box or suitcase on wheels, etc.
- Thank the coordinators of the health fair and ask them to put you on the contact list for the next fair.

DETERMINE WHAT IS NEEDED FOR THE NEXT HEALTH FAIR:

- Inventory all of your materials, including brochures, meeting lists, handouts, etc.
- Determine what needs to be ordered or copied to replenish the inventory.
- Order needed materials from the Literature Chair as determined by the budget of the Intergroup.
- Keep your meeting lists, business cards, etc., up to date.
- After you receive the literature, put it in the box to be ready for the next health fair.
- Take a picture of the health fair table to make it easier to set up next time



**COMPULSIVE EATERS
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COMPULSIVE EATERS ANONYMOUS-HOW

SUGGESTIONS ON HOW TO PARTICIPATE IN A HEALTH FAIR

HEALTH FAIRS are public events held to promote overall health through healthy practices and medical attention. This is a beneficial place to present the CEA-HOW message to people looking for help to get and stay healthy.

HOW TO GET STARTED:

Contact:

- Medicare agencies in your area for a list of health fairs
- Universities, businesses and/or the park district for health fairs
- Google on the Internet - health fairs in your city
- Hospitals
- Local health fair organizations: diabetes, cancer, heart, etc.
- Remind them of CEA-HOW's non-profit status
- Choose the health fairs that are within the Intergroup's budget
They range from \$25 to \$200.

GATHER THE MATERIALS THAT YOU NEED:

- Order the Public Information brochures from the World Service Office (Titled: **“Do You Need Help With Your Eating?”**)
- Have your CEA-HOW meeting lists available (Make sure the contact information for the meetings and the Intergroup are included.)
- Have business cards available with CEA-HOW website and phone number.
- Remember to put local Intergroup contact information on ALL handouts
- If live meetings are minimal or not available in your area, print out copies of the phone bridge meeting list (from the CEA-HOW website) to distribute.
- Other WSO brochures can be ordered if money is available.
(Ex: “Welcome to CEA-HOW”, “The CEA-HOW Concept & What It Means”, etc.)
- Use “An Abstinence Model for Compulsive Eaters” which describes the three-fold nature of our disease.
- Bring a tablecloth and artificial flowers.

SIGNS:

- Put up a visible sign that says:
COMPULSIVE EATERS ANONYMOUS-HOW
- Make up a table sign that says: **NO DUES, NO FEES, NO WEIGH-INS**
- Bring a metal rack to display the brochures.

- On a tri-fold poster board or easel board, put a sign in large letters that says: **AM I A COMPULSIVE EATER?** In large print type up the 14 questions from the P.I. Brochure. Divide them up if using the tri-fold poster and glue/paste them on the three sections, or on one if using the easel poster board. Stand this up on the table so that people can see the questions clearly.

SUPPLY:

- Paper picture frames for the volunteers to put their “before” pictures into when they arrive.
- Giveaways: Inexpensive items such as pens or spoons can be ordered with the CEA-HOW website information on them.
- Paper and pens.
- Visuals: Display our tools, which would include a food scale, measuring cups and spoons.

HOW TO SIGN UP VOLUNTEERS:

- Create a sign-up sheet: Include the health fair site, time slots, name of volunteers, e-mail, telephone number and the coordinator or contact person for the health fair.
- Bring a sign-up sheet to the Intergroup meeting and each CEA-HOW meeting and have volunteers sign up to man the booths for one to two hour shifts for each health fair date. It’s good to have volunteers work in pairs if possible.

- Have an information sheet for the volunteers telling them specifically what to do.
Include a brief job description, what they need to bring (“before” pictures, etc.), a map to and of the site, a copy of the sign-up sheet for the health fair with all the volunteers, time slots, standards and guidelines for the health fair.
- A minimum abstinent requirement of 30 days is suggested.

HOW TO SET UP THE TABLE:

- Arrive early, sign in and set up your materials.
- After putting the tablecloth on, place your poster and brochures so that they can be seen from across the room.
- Place artificial flowers in a vase to beautify the table.
- Place all materials, as outlined under **GATHER THE MATERIALS THAT YOU NEED**, on the table.
- Count the items you put out for inventory purposes.
- Volunteers need to be visible to the attendees at the health fair.

HOW TO PRESENT THE INFORMATION:

- Volunteers can share some of their story and show their “before” pictures on a one to one basis.
- Give out brochures and printed materials as appropriate.