

FamFest

Adding a Resource Fair

Consider combining your FamFest with a resource fair at your start/end location to inform families of the resources available in the community.

- Determine the goals of the resource fair and the community organizations you'd like to invite.
- Secure a venue with enough space to host your resource fair. Set the hours of the event. Be sure to have enough tables for your community partners.
- Create a way to track the resources who have committed to the event. We suggest creating a simple registration form, either on paper or digitally, such as a Google Form.
- Work to invite community organizations several months in advance of the event.
- Create a map of the venue space, including the table arrangement. As resources commit to the event, assign them a table or booth. This will help with quick set up on the date of the event.
- Be sure to leave a table near the entrance for families to grab their FamFest Passports and ask any questions they may have about FamFest and the participating businesses to visit on their walk. You may also want to reserve space for a photo booth.
- A week before the event, send a reminder email to participating community organizations with important details, like the location of the venue, hours of the event, when to arrive, where to park, what to bring, and what to expect.
- It's always a good idea to send a thank you to your partners after the event!

WHO TO INVITE TO THE RESOURCE FAIR

Any organization or service that supports families!

- Library
- Healthcare providers
- Immigration services
- Support for families without homes
- Afterschool and out-of-school time providers
- Adult and community education
- Special education supports
- Mental health providers
- Food bank