

Health Fair 2008 Registration Procedures for October 22, 2008 at Coleman Coliseum

A. Only admit the following people to the UA employee health fair from 7AM to 3PM for vendors and 7:30AM to 3PM for UA Employees, retirees or spouses of UA employees and retirees.

1. Health fair partners, exhibitors & vendors must show a business card; driver's license, other I.D. or show their "Health Fair Confirmation Letter" that John Kasberg mailed to them in Oct. 2008. These exhibitors must sign-in at the North Entrance to Coleman Coliseum at a special "Health Fair Partner's" desk.
2. No one under age 19 is allowed into the health fair-NO EXCEPTIONS! We will have signs posted.
3. UA employees must show ACT Card ID or UA BC/BS of AL health ID card or Alabama driver's license
 - a. UA retirees can show an Action Card ID or their driver's license.
 - b. Spouses of UA employees and retirees are allowed into the health fair.
 - c. We will have a special sign-in sheet at two tables for people without an ACT Card or other ID. They must list their name, home address and phone number.
 - d. All UA health fair volunteers, hosts & hostesses will be identified by a UA name tag. Volunteers who help 2 or more hours earn a 2008 UA Employee T-shirt or a golf visor cap.
 - e. Special guests for the health fair such as companies, news agencies, or people with a John Kasberg UA business card marked with "guest" will be allowed to attend by signing-in on the log-in sheet.
 - f. Do not allow children or anyone under age 19 into the health fair. There will be signs posted at all entrances about this requirement.
 - g. Volunteers will be needed to help at the Coca-Cola window, because we will limit people to one bottle of DASANI bottled water or one Diet Coke or one Net Zero Coke per person. They must show a 10/22/2008 UA health fair refreshment coupon to get the free drink.
 - h. Volunteers may be needed to help with Chick-fil-a and Scholztzky's deli food samples.
 - i. Volunteers may be asked to help escort vendors to their tables or to help vendors unload stuff from their car and carry into the Coleman from 6:00AM to 7:30AM. A dolly is being borrowed to help do this that day.
 - j. No tobacco products or smoking will be allowed at the UA employee health fair. We will have signs posted at all entrances but volunteers can help us monitor that as well.

B. Employee Health Fair Registration Procedures:

1. **Each UA employee or spouse or UA retiree must show their UA Action Card ID, then "swipe their ACT Card" on one of six machines or sign-in on UA Health Fair Registration Sheet located on the top of each registration table at the "North entrance to Coleman Coliseum". That's the side facing 10th Ave (Bryant Drive).**
2. Give each registrant a "health fair checklist card" that lists the free health tests available.
3. **UA Employees signing-up for "WellBama" program will get a separate and special checklist card.**
4. Give each registrant a free "Supe Store" Goody Bag" to put their stuff in.

C. Reminders for Health Fair:

1. Get your health tests done "before" eating or drinking anything to get accurate results. Fast from *PM the night before or skip breakfast until after the health fair.
2. The first 500 WellBama participants get priority for DCH's lipid profile & triglycerides blood testing with test results mailed to person's home and a copy to UA Health Promotion & Wellness.
3. 1,500 doses of the flu vaccine will be available for shots at the health fair on 10/22/2008.
4. Some vendors may give away door prizes periodically "if" the UA employee fills-out and drops their "Health Fair Check List Card in "Door Prize Raffle Drum" at the entrance.
5. Tell employees to keep middle half of health fair check list card. It shows their test results. If cholesterol, blood sugar, blood pressure, body mass index or other results are abnormal, then they need to see a Dr. for follow-up care or schedule a visit with a UMC doctor through WellBama where office co-pay is waived.
6. State your comments or feedback on bottom front of the checklist card then place into the raffle barrel inside Coleman Coliseum at the south end.
7. Have a safe and enjoyable health fair.

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