



6 Steps to Plan a Water Safety Fair

1. Choose a Venue
 - Waterpark
 - Retail store
 - Public pool or community pool
 - YMCA
 - Library
 - City or county building
2. List Possible Participants
 - Fire department
 - Police department
 - Pool & spa industry professionals
 - Community hospitals
 - YMCA
 - Park district
 - County health officials
 - Lifeguards/recreation center staff
3. Send an Invitation
 - Explain the purpose of the event
 - Ask for displays and water safety demonstrations
4. Charge a Nominal Fee
 - Cover event expenses
 - \$20-\$30 per table
 - Use fees to order low-cost consumer safety brochures
5. Confirm Participants
 - Include time, place and rules for display
 - Encourage giveaways
 - Ask participants to promote the event
6. Promote the Event
 - Email invitations and reminders
 - Contact local media outlets
 - Create flyers and/or posters for the event to distribute and post in stores and community buildings
 - Create an event invitation on Facebook through your business or organization page