Transportation Fair Checklist

The following is a checklist to ensure a successful event and so you don’t forget anything with all the details of hosting an event.

Before Event

☐ Consider the type of event. Which is best? For example, classic tabled event, static display board, or digital slides.
☐ If tabled event, consider partnering with an existing event like a Human Resources Benefits Fair or create your own event
☐ Decide on and secure location, tables and chairs
☐ Decide on vendors you would like and reach out to them
☐ Order food and supplies if providing
☐ Ask Community Transit for event poster template
☐ Print and post event posters
☐ Email event info in advance
☐ Complete or update your Commute Options and Benefits Brochure and print copies for the event
☐ If doing raffle, create raffle card and secure raffle prize items (could ask vendors to bring items if you don’t have your own)
☐ Communicate day of info with vendors (estimated # of attendees, directions, parking, food)
☐ Send out email promoting event to employees a week prior (if not tied to an existing event)

Day of Event

☐ Send out email reminder to employees
☐ Keep count of # of attendees

After Event

☐ Let Community Transit know # of attendees (if not in attendance)
☐ Thank vendors
☐ Consider a post-event survey for employees and vendors to learn and improve for next time