



# PLANNING GUIDE

TASK	ASSIGNED TO	DUE DATE
	STAFF NAMES HERE	DAY/MONTH
<p><input type="checkbox"/> <b>Review UBT Fair in a Box</b>  <i>Six months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>Start with the <a href="#">UBT fair timeline</a> and <a href="#">this planning guide</a></li> </ul>		
<p><input type="checkbox"/> <b>Assemble planning committee</b>  <i>Six months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>Committee can include LMP coordinators, region or facility public affairs representatives, union stewards, sponsors, and/or UBT consultants</li> <li>Inform stakeholders such as members of regional or local LMP council, partnership union leaders and regional management; regional and/or facility public affairs; environmental or building services for rooms, set up and clean up; food services or caterers for snacks or meals</li> <li>Decide budget and how costs will be shared</li> </ul>		
<p><input type="checkbox"/> <b>Set date and time</b>  <i>Six months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>Consult the schedules of stakeholders</li> <li>Avoid holidays and other scheduled facility/region events</li> <li>Consider all shifts</li> </ul>		
<p><input type="checkbox"/> <b>Find a location</b>  <i>Six months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>Select and reserve a room large enough for the event: cafeterias and auditoriums draw heavy traffic and work well</li> <li>Have enough tables available for each team storyboard, as well as display tables and a check-in or information table</li> <li>Map the room and label tables by number: assign table numbers to teams as they RSVP and have room maps available for participating teams</li> </ul>		

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<p><b>Select teams</b> <i>Four months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Decide on criteria for participating teams: Path to Performance level, geographic location, type of project</li> <li>○ Discuss UBT fair at co-lead meetings, LMP trainings, and other venues</li> <li>○ Set deadline for RSVPs at least two months in advance</li> <li>○ Create contingency plan for last-minute cancellations and unexpected additions</li> </ul>		
<p><b>Invite guests</b> <i>Four months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Invite leaders from Program Office, unions, regional leadership and LMP council to deliver welcome or closing remarks. Invite subject-matter experts such as attendance managers, workplace safety coordinators, care experience leaders to exhibit programs at display tables</li> </ul>		
<p><b>Begin publicity</b> <i>Three months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Publicize the UBT fair in fliers, newsletters, announcements at key meetings and events, overhead paging, etc.</li> <li>○ Use our <a href="#">UBT fair poster template</a></li> </ul>		
<p><b>Create storyboards</b> <i>Three months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Circulate <a href="#">storyboard instructions and guidelines</a></li> <li>○ Offer teams <a href="#">PowerPoint templates</a> as a storyboard alternative</li> <li>○ Advise teams to pull content from <a href="#">UBT Tracker</a></li> <li>○ Discuss preparations at team meetings</li> </ul>		

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<p><b>Procure prizes and giveaways</b>  <i>Three months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Buy raffle prizes from the <b>Brand Store</b></li> <li>○ Order Bulletin Board posters and other UBT materials from the <b>LMP eStore</b></li> </ul>		
<p><b>Provide materials for teams</b>  <i>Two months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Tri-fold display boards</li> <li>○ Scissors, glue sticks and tape</li> <li>○ Construction paper</li> <li>○ Team and project photos, charts</li> </ul>		
<p><b>Gather materials for event</b>  <i>Two months ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Tables and tablecloths</li> <li>○ Storyboards and posters</li> <li>○ Fasteners, easels or tape for storyboards and posters</li> <li>○ Electrical and technology needs for computers</li> <li>○ Healthy food/snacks</li> <li>○ Prizes and giveaways</li> <li>○ Passports: <b>UBT Fair in a Box</b> passport</li> <li>○ Stamps, pens, or stickers to mark off passports: one for each team</li> <li>○ Baskets or fishbowls to collect passports, which can double as raffle entries</li> <li>○ LMP materials and tools downloaded and printed from <a href="http://LMPPartnership.org">LMPPartnership.org</a></li> <li>○ Balloons and other decorations [optional]</li> <li>○ Certificates and certificate holders for recognition or participation [optional]</li> <li>○ Surveys for presenters</li> </ul>		

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TASK	ASSIGNED TO	DUE DATE
<p><input type="checkbox"/> <b>Plan for set-up and clean-up</b>  <i>One month ahead of fair date</i></p> <ul style="list-style-type: none"> <li>○ Plan event program</li> <li>○ Secure a greeter or helpers: volunteers, light-duty staff, interns, etc.</li> <li>○ Find enough volunteers to help set up and decorate, as well as help clean up after</li> <li>○ Ask facility or LMP communicators to help script welcome and closing for staff/presenters</li> </ul>		
<p><input type="checkbox"/> <b>Have fun!</b>  <i>Day of Fair</i></p>		
<p><input type="checkbox"/> <b>Debrief</b>  <i>Within two weeks after fair date</i></p> <ul style="list-style-type: none"> <li>○ Host a meeting shortly after the event to discuss: What went well? What would you do differently?</li> <li>○ Send a survey to attendees</li> <li>○ Discuss feedback received</li> </ul>		
<p><input type="checkbox"/> <b>Start planning the next UBT fair</b>  <i>Six months ahead of fair date</i></p>		