



## III. PLANNING YOUR NEXT TBH FAIR

Congratulations on holding a successful TBH FAIR!

*You are now an experienced TBH FAIR planner. With one fair under your belt, it's the perfect time to learn from your experience and start planning your next one.*

**Learn from your experience.** Review your TBH FAIR experience. What worked? What didn't? What ideas did attendees share with you for other activities?

Schedule a debriefing meeting with your staff and volunteers to talk about the event and note what you could do to improve the experience next time around.

**Use your evaluation forms.** Take time to go through the data on your evaluation forms. How did attendees rate different parts of their experience? Did they share suggestions to improve the program in the future? If you have forwarded the evaluation forms to Memory Arts, make an appointment to review your findings so we can help you understand the feedback you've received.

**Write thank-you notes.** Show your appreciation to the many experts, staff, and volunteers who helped make your TBH FAIR a success. Consider adding the facility manager and maintenance staff, kitchen personnel, marketing department personnel, as well as the participants themselves (perhaps through a brief "thank you" in your own newsletter).

**Resource lists.** Now is a great time to begin to gather resources for your next TBH FAIR. As an experienced fair organizer, you now have a better sense of what works in your community and what folks are interested in doing as part of the fair. Keep a file with possible keynote speakers, station experts, sponsors, partners, locations, activity ideas, etc. This will ensure that you'll have a fresh resource for ideas for your next TBH FAIR.