HEALTH FAIRS
REQUEST FOR ASSISTANCE/ SUPPORT
CHECKLIST

The Kingston & St. Andrew Health Department commends all organizations which seek to improve the health of our nation by offering health services by way of Health Fairs. If assistance is being requested from the Health Department, kindly be guided by the following:

✓ Write to the Dr. Heather Reid-Jones
   Senior Medical Officer (Health)
   Kingston & St. Andrew Health Department
   1A Caledonia Crescent
   Kingston 5
   
   This may be delivered hard copy or sent via email to andrea.squire@gmail.com or ksahtmoh@gmail.com.

✓ The letter should clearly state:
   o Venue
   o Date
   o Time
   o The services being requested e.g. HIV Testing

✓ The correspondence must be sent with a minimum lead time of eight (8) weeks.

✓ If permission is being requested to use one of the health facilities, the correspondence should be written to Mr. Anthony Wood
   Parish Manager
   Kingston & St. Andrew Health Services
   1A Caledonia Crescent
   Kingston 5
   Email: parman.ksahd@cwjamaica.com

Wishing you a successful event!