

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 ksahdmoh@gmail.com.

- ✓ The letter should clearly state:
 - Venue
 - Date
 - Time
 - 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!