**Riverwalk Medical Clinic**

**TO:** Medical Staff

**FROM:** Your Name

**DATE:** March 13, 2017

**RE:** Community Health Fair

The next staff meeting will be held on the 17th of March at 2 p.m. in the conference room on the ground floor. Heading the agenda will be discussion of our annual Cambridgeport community health fair, the Clinic’s most well-attended health and wellness outreach event. The fair is scheduled for early September 2017.

A preliminary list of the booths and free screenings to be included in the health fair is attached. Bring your creative ideas to the meeting.