Shot Clinic Event Checklist

Use the following checklist to ensure your event runs smoothly.

Event Prep (8-10 Weeks Prior to Event)
☐ Decide what type of vaccine clinic would work best in your community. (e.g. drive thru clinic or walk-in clinic)
☐ Reach out to local pharmacies, hospitals, and health department to get informed on their efforts to vaccinate in your city.
☐ Request vaccine donation from local pharmacies and hospital.
☐ If partnering with a local pharmacy, request pharmacist administrator the vaccines. Additional pharmacy staff to assist with paperwork is suggested. Inquire about dates available.
☐ If partnering with hospital, request to have at least two nurses available to administer vaccines. Inquire about dates available.
☐ Request print resources on the importance of getting vaccinated from the local health department to post prior to event.
☐ Make a list of community organizations that may be interested in hosting a clinic. (e.g. churches, schools, food pantries, grocery stores, etc.)
   ☐ If offering a drive thru clinic, ensure the location has a drive thru parking lot.
   ☐ If offering a walk-in clinic, ensure the location has a space to host at least two banquet tables, two or more staff members, and clients.
☐ Task a staff person or volunteer to reach out to potential host list.
☐ Once a location(s) is/are secure start marketing.
☐ Create event flyer(s). (Example on page 3)
☐ Share out event information. (e.g. community partners, social media, press release, flyers, newsletters, etc.)
☐ Create event day signs. (Example on page 4 and 5)
☐ Start recruiting volunteers. (Example on page 6)

Week Before the Event
☐ Confirm with vaccine administrator number of vaccines they are supplying, arrival time, and any additional supplies or needs from them.
☐ Confirm with vaccine site date and time of event.
☐ If hosting a walk-in clinic, ensure to secure two chairs and one table per vaccine administrator that will be present at the event.
☐ Continue to share out event information.
☐ Ensure you have all supplies needed for event day: (Walk-in clinic)
   ☐ 1 table per vaccine administrator
   ☐ 2 chairs per vaccine administrator
   ☐ 1 registration table
   ☐ Pens
   ☐ Clipboards
☐ Consent forms (for vaccination and media release)

☐ Ensure you have all supplies needed for event day: (Drive-thru clinic)
  ☐ 1 table for vaccine administrators
  ☐ Chairs for vaccine administrators
  ☐ Event signage
  ☐ Pens
  ☐ Clipboards
  ☐ Consent forms (for vaccination and media release) example on page 7

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Day of the Event

☐ Arrive an hour before event starts to start set up.

☐ Ensure all supplies needed for event has arrived.

☐ Start set-up. (Walk-in clinic)
  ☐ 1 table per vaccine administrator.
  ☐ 2 chairs per table.
  ☐ Registration table: pens, clipboards, and consent forms.
  ☐ Put out event day signage.
  ☐ If having a waiting area, set up chairs next to or near registration table.

☐ Start set-up. (Drive-thru clinic)
  ☐ 1 table and chairs for vaccine administrator.
  ☐ Place consent forms on clip boards and attach pens.
  ☐ Put out event day signage.

☐ Obtain consent forms.

☐ Take pictures, with consent, and post on social media during event to amplify the event.
Avoid The Flu!
Get the flu shot here

Friday, 23 October 2021

123 Anywhere St., City, State Zip

For more info call:

123-456-7890

CityWebsite.com
Flu Vaccines Now Available!

Call (123) 456 7890 for appointments
Flu Vaccines Available Today!

Saturday, September 4
8:00 AM - 11:00 AM
No Appointment Needed
VOLUNTEERS NEEDED!

WE NEED HELP WITH:

- Flu Shot Clinic
- Call us at +1 205-347-5376 or email us at EMAIL ADDRESS. Looking forward to your help!
- WWW.CITYWEBSITE.COM
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Signature: ____________________________________________

Date: ________________________________________________

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Street Address: _______________________________________

City: ___________________________ State: __ Zip: __________

Print Name of Minor and relationship to Minor:

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