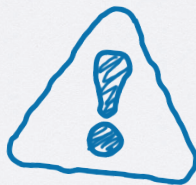




Checklist A: Setting Up Your Event

This checklist is intended to help your influenza vaccination event flow efficiently, smoothly, and according to plan. Before each event, look over this list to ensure you have everything you need!

- Things to Do Before the Event**
- Confirm dates and place posters and brochures in prime places at various locations
 - Send out letters, emails, and other promotional materials
 - Follow up with recipients
 - Set up patient appointments ahead of actual event
 - Fill in daily appointments on the schedule using a 15-minute buffer between patients
 - Ensure location is clean and roped off for privacy



Check cooler temperature twice a day¹

- Vaccine Necessities²**
- | | |
|---|---|
| <input type="checkbox"/> Vaccine | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Vaccine Information Statements (VIS) to give to each patient | <input type="checkbox"/> Syringes |
| <input type="checkbox"/> Alcohol swabs | <input type="checkbox"/> Needles |
| <input type="checkbox"/> Latex gloves | <input type="checkbox"/> Bleach solution in spray bottle |
| <input type="checkbox"/> Sharps disposal containers | <input type="checkbox"/> Cell phone (with extra batteries or charger) and/or land phone |
| <input type="checkbox"/> Band aids | <input type="checkbox"/> Daily appointment schedule |
| <input type="checkbox"/> Refrigerator/cooler for storing vaccines | <input type="checkbox"/> Cotton balls and/or 1-inch gauze pads |
| <input type="checkbox"/> Thermometer | |