

Vaccination Event Checklist



Please follow the checklist below to prepare for your upcoming vaccination event.

Prior to Event

- Reserve a private space for the event.
- Promote the event by using our [marketing toolkit](#).
- Print consent forms and VIS documents.
- Ensure participants know:
 - The shot will be administered in the upper arm, so it is best to wear a short sleeved or loose-fitting top.
 - Consent forms should be completed in advance and brought to the event.
 - Participants will need to remain around others for at least 20 minutes after vaccine receipt, in case of an adverse reaction.
 - Participants receiving a vaccination for the first time may be asked to remain at the event for 10-15 minutes for observation.
 - Participants needing proof of vaccination should take a photo of their completed consent form after the nurse documents their vaccination.

Day of Event

- Greet the staff 15-30 minutes prior to the event start time.
- Print participant signup roster, if using online appointment scheduling tool.
- Provide the following for the staff when they arrive*:
 - Flu Shot Consent Forms ([English](#) | [Spanish](#))
 - 1 per participant
 - Flu Vaccine Information Statement (VIS) ([English](#) | [Spanish](#))
 - 5 per event
 - Tables
 - 1 per nurse
 - 1 for check-in station
 - Chairs
 - 2 per nurse
 - 2 - 4 for check-in station and participants
 - Small wastepaper baskets
 - 1 per nurse
 - Pens
 - 5-10 for participant use
 - Appointment Roster

*If you are offering covid vaccinations or flu shots formulated for 65+ visit our [vaccination toolkit](#) to access the applicable consent forms and VIS documents.