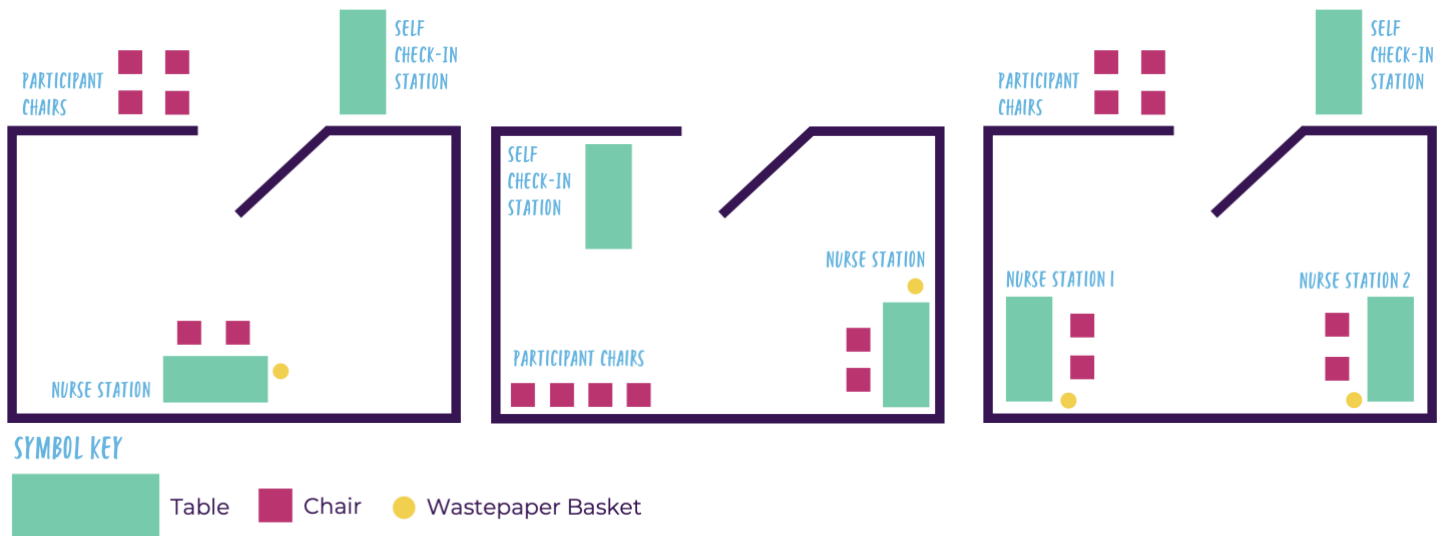


# Vaccination Event Room Setup Guide



TotalWellness nurses are accustomed to providing vaccinations in a variety of spaces. We do our best to make your space work for us. Below are a few examples of how we may setup a room for vaccinations.



## Check-In Station

Participants will self-check-in at this station. The following items should be available at this station\*:

- Table Tent containing participant instructions
  - TotalWellness will bring a black and white copy, but you can print a color [table tent](#) if you'd like.
- Flu Shot Consent Forms ([English](#) | [Spanish](#))
  - 1 per participant
- Flu Vaccine Information Statement (VIS) ([English](#) | [Spanish](#))
  - 5 per event
- Pens
- Participant Appointment Roster

## Waiting Area

We recommend you setup a few chairs as a waiting area for participants.

## Private Area

Ideally, vaccination events will be hosted in a private area, in case a participant needs to remove an article of clothing to properly expose the upper arm. If the nurse station is not in a private area, we advise having an office or partition available in case additional privacy is needed.

## Nurse Stations

If you have multiple nurses, please maintain 6-8 feet of space in between stations.

\*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.