

Screening Event Checklist



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

Prior to Event

- Reserve a private space for the event.
- Promote the event by using our [marketing toolkit](#).
- Ensure participants know:
 - Which services will be provided at the event.
 - Fasting for 9+ hours prior to the event is recommended.
 - When fasting water is ok, but food should not be eaten.
 - Participants should still take prescription medications as directed by their physician.
 - The screening appointment will take about 15-20 minutes.

Day of Event

- Greet the staff 30-60 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:
 - Tables
 - 1 per screening station
 - 1 for check-in station
 - Chairs
 - 2 per screening station
 - 2 - 4 for check-in station and participants
 - Small wastepaper baskets
 - 1 per screening station
 - Pens
 - 5-10 for participant use
 - Appointment Roster
 - Electrical Outlets (Venipuncture Events Only)
 - Access to 2-4 electrical outlets

Day After Event

- Complete site contact satisfaction survey.