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| [Lead Agency]  | your logo here |

**School Located Vaccination Event (SLVE) Week Prior to Event Checklist**

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| [ ]  | Receive and store vaccine |
| [ ]  | Notify EMS of event (If appropriate/ required)  |
| [ ]  | Alert district / Campus Security |
| [ ]  | Send reminder to local providers and clinics |
| [ ]  | Identify any remaining needs and communicate to partner for assistance |
| [ ]  | Confirm schedule with individual schools |
| [ ]  | Obtain all traffic/safety/flow equipment and event signs |
| [ ]  | Prepare your administrative and clinical supplies |
| [ ]  | Distribute consent forms |
| [ ]  | Confirm arrival time and check-in process for all volunteers |
| [ ]  | Final check in with all vendors |