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| [Partner] | your logo here |

**School Located Vaccination Event (SLVE) Implementation Checklist**

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|  | Ensure arrangements for bottled water/snacks (either lead or partner) |
|  | Send reminder notices advertising the program |
|  | Remind local providers and clinics |
|  | Confirm with principal, school staff and identified school champions |
|  | Confirm all identified site needs have been arranged or prepared (copier, laptops, printers, etc.) |
|  | Inform lead agency of any required reminders for volunteers (entrance/exit; footwear-no heels in the gymnasium) |
|  | Begin site set-up based on layout design, if possible; ensure tables/chairs, etc. are available |
|  | Distribute consent forms |
|  | Confirm schedule for staff and volunteers for vaccine days |
|  | Assist with volunteer check-in |
|  | Notify lead agency of any incidents |
|  | Document - take pictures and capture narrative at school sites |
|  | Support lead agency with operations as needed |