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| [Partner] | your logo here |

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

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|  | Attend regular planning meetings coordinated by lead agency |
|  | Arrange and coordinate any necessary meetings/emails to obtain site administrator approval |
|  | Plan promotion for events |
|  | Ensure facility use agreements and other practice agreements have been reviewed and are current |
|  | Plan and communicate site assessment date; ensure all necessary parties can be present |
|  | Participate in site assessment |
|  | Review layout design and provide feedback to lead agency |
|  | Follow-up on agreed action items per checklist |
|  | Assist in general volunteer recruitment |
|  | Provide/review lead agency/vaccine source list of desired vaccines |
|  | Determine out of compliance /immunization coverage needs among students |
|  | Determine timeline of program and timing of vaccine days (e.g., during school only, after hours) with school district staff |