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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 |