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| [Lead Agency]  | your logo here |

**School Located Vaccination Event (SLVE) Day of Event Checklist**

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| [ ]  | Confirm arrival time and check-in process for all volunteers |
| [ ]  | Remind EMS of event (If appropriate/ required)  |
| [ ]  | Remind district / Campus Security |
| [ ]  | Prepare all vaccines for transport |
| [ ]  | Load all supplies into vehicle |
| [ ]  | Arrive 1 to 1 ½ hours prior to start time (promptly communicate any delays to partner) |
| [ ]  | Document - take pictures and capture narrative at school sites |
| [ ]  | Daily supply and vaccine packing |
| [ ]  | Monitor vaccine supply |
| [ ]  | Alert/involve site contact/partner in necessary situations |