|  |  |
| --- | --- |
| [Lead Agency] | your logo here |

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

|  |  |
| --- | --- |
|  | 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 |