

COVID-19 Vaccine Event Checklist for Host Site

Task Description	Check When Complete
Create A Vaccine Clinic Planning Team	
Identify Key Personnel to Support COVID-19 Vaccine Clinic <ul style="list-style-type: none"> Identify point of contact, staff, and volunteers for day of clinic. Needs will vary based on size of location and expected number of registrants. 	<input type="checkbox"/>
Plan Vaccine Clinic	
Identify Date(s) and Time(s) for the COVID-19 Vaccine Clinic(s) <ul style="list-style-type: none"> Decide if you will host a one-time clinic or a series of clinics. Consider the best time of day for parents and young children. Consider scheduling as an addition to a community event. 	<input type="checkbox"/> <input type="checkbox"/>
Identify Space for the COVID-19 Vaccine Clinic <ul style="list-style-type: none"> Indoor or Outdoor: Clinics can be held indoors or outdoors but should have a designated entry and separate exit. Designated space: Designate space for a vaccine administration area with tables and chairs, observation area, children’s activity area, and an area for vaccine handling and preparation. Parking should be available for vaccine provider and clinic attendees. <p>See sample site plan in the Resources section.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Connect with a COVID-19 Vaccine Provider	
Request a Mobile Vaccine Provider <ul style="list-style-type: none"> Complete and submit the COVID-19 Mobile Vaccine Team Interest Form to LACDPH. Must be submitted at least 2 weeks in advance. For more information, see the Mobile Vaccination Site Frequently Asked Questions. 	<input type="checkbox"/>
Confirm space and logistics with the COVID-19 Vaccine Provider <ul style="list-style-type: none"> If applicable, conduct a site walk-through with the COVID-19 vaccine provider to identify clinic layout. Determine what the site will provide and what the vaccine provider will bring. 	<input type="checkbox"/> <input type="checkbox"/>
Outreach and Promotion	
Create a Flyer with Clinic Details <ul style="list-style-type: none"> Flyer templates are included in the Resources section. The vaccine partner will provide a QR code or link for optional pre-registration. Translate flyer based on your community’s needs. 	<input type="checkbox"/>
Distribute Vaccine Clinic Information and Provide Reminders <ul style="list-style-type: none"> Print flyers and display at key locations. Share flyer on landing page of website, social media accounts, and use other communication methods (letter, text, e-mail, and newsletters). Share clinic event information with all site personnel, families, and community. Provide reminders leading up to the vaccine clinic. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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Host Vaccine Clinic	
<p>Enlist volunteers or staff to help in clinic operations</p> <ul style="list-style-type: none"> It is good for clients to see familiar faces as they arrive. Staff and volunteers may help direct people to check in, help with registration, help in the observation area, etc. 	<input type="checkbox"/>
<p>Place signage and flyers/banners to guide people to the vaccine clinic location</p> <ul style="list-style-type: none"> If the clinic is open to the community, make sure that there are clear and descriptive signs at the entrance of the parking lot so people know where to park and where to go after parking. Place directional signs leading people to the registration, waiting, vaccination, and observation areas. 	<input type="checkbox"/> <input type="checkbox"/>
Assess Vaccine Clinic	
<p>Consider evaluating what worked well and areas for improvement</p> <ul style="list-style-type: none"> Identify what went well and lessons learned for future vaccine clinic events, if applicable. Suggested areas for review: planning process, promotion and outreach activities, physical space and set up, clinic flow, day, and time, etc. 	<input type="checkbox"/>

