

Flu Vaccination Checklist

	TASK	DATE
Planning (4-6 weeks prior to the event)		
	Schedule event date and time with provider	
	Discuss number of participants expected	
	Reserve parking and security passes for provider staff	
	Reserve rooms, tables, chairs, etc.	
Promotion and Registration(Begin 4 weeks prior to the event)		
	Read the FAQs so you can answer basic questions	
	Promote through multiple channels.	
	Send an invitation to employees to schedule a vaccination appointment	
	Registration begins	
1-Week Prior to the Event		
	Confirm your schedule is clear	
	Make sure someone will be available one hour prior to the start to greet providers and get them set-up	
	Confirm room reservation and tables/chairs	
Implementation: Day of the Event		
	Greet provider staff	
	Print schedule of appointments	
	Provide refreshments	
	Be available to troubleshoot, contact employees who may be late, take photos, and ensure all goes smoothly	
	Supervise clean-up	