

CHECKLIST FOR A SUCCESSFUL VACCINATION EVENT

Thank you for making a difference in your community by partnering with San Bernardino County Department of Public Health (DPH) to host a vaccination event. The checklist below outlines the steps to success for planning a successful event.



IDENTIFY A LOCATION (INDOOR PREFERRED)

INDOOR SITE REQUIREMENTS

- Location should be ADA accessible
- Minimum of 600 square feet space with temperature control
- Break area located away from the clinic
- Restrooms
- Non-medical waste bins
- Parking

Optional:

- Tables
- Chairs

OUTDOOR SITE REQUIREMENTS

Note: Outdoor events may be cancelled due to extreme weather conditions

- Minimum 600 square feet space
- Break area located indoors with temperature controls
- Restrooms
- Non-medical waste bins
- Parking

Optional:

- Tables
- Chairs

Once an area is identified, a building or event layout (e.g. picture of room/area) should be sent to DPH for initial planning of the event layout.



SCHEDULE A SITE ASSESSMENT

- A DPH representative will schedule a site assessment (in-person walkthrough) at least two weeks prior to the event.
- During the site assessment, the event layout will be finalized.



CONFIRM EVENT DETAILS

- A DPH representative will provide the event details including date and time.
- Contact information for the facility point of contact should be provided to DPH including name, cell phone number and email.



SIGN A FACILITY USE AGREEMENT

- A DPH representative will provide a Facility Use Agreement to the facility point of contact for signature.
- Once the facility signs, it will be routed back to DPH for completion.



PROMOTE, PROMOTE, PROMOTE

- A DPH representative will provide a digital flyer for print and promotion.
- Promotion is encouraged across all channels including social media, email, phone blasts and printed flyers.
- Appointments can be scheduled at [MyTurn.CA.gov](https://www.myturn.ca.gov).

Questions? Email DOCOperationsSection@dph.sbcounty.gov

