



# HOW TO HOST A VACCINATION EVENT

## A Checklist for Businesses and Employers to Consider:

### SUPPORT

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- Get senior management to support a vaccination event at the workplace.
- Position employee vaccination as a business priority and create a goal aligned with this effort.

### PLAN

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- Identify a vaccination coordinator and/or team with defined roles and responsibilities.
- Consider hiring a vaccinator who can provide on-site vaccination services.
- Schedule the vaccination clinic to maximize employee or retiree participation.
- Gauge need and demand among employees for vaccination. Ensure accessibility.
- Consider offering vaccinations to employees' families.
- Set a goal for percentage vaccinated, and show employees and retirees how their participation matters.
- Consider using incentives for vaccination to increase participation.
- Provide a comfortable and convenient location for vaccination clinics.
- Set an example by having managers and business leaders be first to get vaccinated.

### PROMOTE

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- Promote the vaccination event using multiple forms of communication, such as posters, e-mails, newsletters, and the Intranet.

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This material has been adapted from Centers for Disease Control and Prevention resources.

