**VACCINE DRIVE-THRU CLINIC CHECK LIST**

**PLANNING**

* Champion
* Staff
* Permission/License
* Location
* Layout
* Safety Plan
* Marketing
* Communication

**SCHEDULING**

* Templates
* Admin Team Organization
* Pre-Visit Screenings
* Insurance Verification
* Recall opportunities

**THE CLINIC**

* Staff Training
* Supplies and Materials
* Cold Chain Plan
* Set-Up
* Visit Check-In
* Administration
* Documentation
* Forms
* Emergency Preparedness
* Clean-Up

**POST-CLINIC REVIEW**