

## COVID Vaccination Event Request Form

1. Name (First & Last)
2. Email
3. Phone Number
4. Organization
5. Are you a partner of Howard Brown Health (Y/N)?
6. Preferred Date of Event
7. Venue Size (Sq. ft.)
8. Number of People Expected
9. Event Address Line 1
10. Event Address Line 2
11. City
12. State
13. Zip code
14. Do you have 9-10 Tables with 2 chairs per table? (Y/N)
15. Does your Space have an AED/Oxygen Machine? (Y/N)

Event Description

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### Checklist of Event Space Requirements

Ensure of snow removal/obstructions from parking lot/walk-up area

Clearing space of obstructions

Access to bathrooms

Wi-Fi Access

Access to space on Friday to any potential drop off of supplies/set up

Access to space on Saturday at 6:30a for set up. Howard Brown will begin vaccinations at 8a and will take last person at 4:54p. HB expects to be out of space by 6:30-7p

Confirmation all items for vaccination event can be locked up safely inside your site for a Monday pick up by vendors and or our staff

Access to space on Monday to remove bio-hazardous material (gloves, sharps, etc.,)