**FALL MOBILE VACCINATION CLINIC TIMELINE**

*JANUARY-FEBRUARY*

* Evaluate clinic metrics from previous clinic season and prepare a projection for upcoming clinic season
* Place prebook order for influenza vaccine
* Create blank scheduling matrix with dates and times that will be available for vaccine clinics

*MAY-JULY*

* Complete outreach to community partners and select clinic times and dates
* Determine needed clinical supplies and place order with medical supplier
* Assess clinical and administrative staffing needs for each vaccine clinic and begin staff recruiting

*AUGUST*

* Design and create vaccine clinic educational and promotional materials
* Review, edit, and print vaccine consent forms
* Secure standing orders and get signed by medical director
* Secure and print VIS
* Finalize clinical and administrative staffing plans for all vaccine clinics
* Complete immunization management software onboarding and training for clinical and administrative staff
* Develop and launch online vaccine appointment scheduling platform
* Release final fall clinic schedule to the public and begin scheduling patient appointments

*One Month Prior to Clinic*

* Distribute vaccine clinic educational and promotional materials through all necessary channels, including to the clinic partner, social media, local TV station, etc
* Create administrative documents (ex: registration spreadsheets)
* Evaluate vaccine supply and place vaccine order if necessary

*One Week Prior to Clinic*

* Redistribution of vaccine clinic promotional materials through relevant channels (social media)
* Final confirmation with clinic location and clinical and administrative staff
* Confirmation of vaccine supply

*One Day Prior to Clinic*

* Complete appointment reminders for patients who have pre-registered for the clinic