

Community Vaccine Registration Event Plan

This is a sample event plan that you may find useful. Timelines and actions below are suggestions and can be adjusted to meet the needs of your event.

2 weeks before the event:

Action	Responsible	Date complete
Choose a date and location for your event. Be sure to seek appropriate permissions depending on where you will be hosting your event.		
Contact Fraser Health for event materials and promotion of your event. Email us at healthinfluencers@fraserhealth.ca		
Form a volunteer committee		
Assign committee tasks		
Advertise to your friends and networks via phone, text, email and your own social media channels and instant messages		

1 week before the event:

Action	Responsible	Date complete
Brief volunteers on their roles during the event		
Pick up print materials from Fraser Health/arrange for printing and pick-up		
Practice registering someone with a friend or family member to ensure registration goes smoothly on event day		

Event day:

Action	Responsible	Date complete
Arrive at your chosen location early to set up		
Ensure volunteers are in attendance and ready to help. Ensure all volunteers are wearing a mask. Have hand sanitizer available. Ask volunteers to clean their hands frequently throughout the day.		
Have fun and enjoy your event!		

Post-event:

Action	Responsible	Date complete
Debrief with your volunteers to discuss successful aspects of your event and areas of improvement if you plan to host another event		

<p>Send event photos and the number of people you successfully registered to healthinfluencers@fraserhealth.ca. Ensure anyone appearing in your photos has signed a media consent form, available here: https://bit.ly/3bzcs5i</p>		
<p>Post event photos to your own social media channels, ensuring you tag Fraser Health: Instagram: @fraserhealth Facebook: @FraserHealthAuthority Twitter: @fraserhealth</p>		