



APA Community Programs Department Vaccine Clinic Timeline

12 Weeks Before

- Coordinate with other APA departments to determine any conflicting event dates
- Ensure Community Support staff availability
- Confirm event date and location with partner(s)
- Partner Communication Plan: Set recurring check-ins with venue partners or collaborators
- Reach out to volunteer vet list

8 Weeks Before

- Vet team: Confirm availability and tentative team composition
- Notify APA Volunteer Manager and Partner volunteer contact (if applicable)
- Clinic Flow Planning: Begin creating event flow diagrams or mock layouts for setup planning

6 Weeks Before

- Plan promotional rollout with Communications Team
- Build appointment system with Comms (test website + confirm export function)
- Begin volunteer recruitment with role descriptions and shift blocks
- Schedule site visit team to determine event layout and flow
- ID Tags and Supplies List: Review and assess inventory of tags, certificates, and other consumables
- Engage External Volunteers: Confirm onboarding process for partner volunteers

- Risk Assessment / Contingency Planning: Begin drafting rain plan, emergency response plan, and backup vet team options

4 Weeks Before

- Confirm vet teams and set vet team orientation date or plan
- Finalize volunteer roles and orientation
- Begin vaccine and supply orders
- Begin collecting giveaways and document quantities
- Print Materials Design: Begin drafting signage, consent forms, and clinic paperwork
- Crash Kit / Emergency Supplies: Finalize list and submit any missing items for order

3 Weeks Before

- Begin calling waitlist and logging responses

2 Weeks Before

- Appointments open to public in waves
- Monitor scheduling issues; flag and resolve incomplete or out-of-area submissions
- Begin prepping duplicate consent forms with stickers and organization by last name
- Begin packing clipboards, ID tags, and team kits
- Finalize Reactive Dog Logistics: Determine designated areas, signage, and assign volunteer roles
- Volunteer Orientation Invites Sent: Schedule Zoom session(s) and distribute invites

1 Week Before

- Volunteer and vet team orientations (Zoom or in-person, or send PowerPoint (vet team))
- Final check on materials (clipboards, rabies tags, ID tags, giveaways)
- Pack supplies for each vet team and rabies table

- Pet Supplies Counted and Sorted: Verify giveaways and organize bins per vet station
- Emergency Binder Finalized: Include contact sheets, crash kit contents, and loose pet procedure

1-2 Days Before

- Reminder calls and data verification by staff or volunteers
- Finish tagging, stuffing envelopes, and organizing consent forms alphabetically
- Supply drop-offs and site walk-through with full layout setup
- Print schedules, spay/neuter sign-up sheets, and volunteer rosters
- Vet Team Final Check-In: Confirm schedule, day of contact, and clarify questions
- Volunteer Final Check-In: Confirm location, day of contact and clarify questions