

Check List:

- Date and time of meeting provided to UAW Trust
- WiFi (if not available, please contact Trust)
- Sign-up sheet with at least 45 vaccines requested
- Two tables within a 10' x 10' area
- 6-7 chairs
- Small trash can
- Power outlet

Next Steps / What to Expect:



One to Two Months Before the Clinic:

1. Announce the vaccine clinic at the retiree meeting held (at least) one month before the vaccine clinic.
2. Use sign-up sheet provided to allow Trust members to choose vaccines that they want administered.



Two Weeks Before the Clinic:

1. Submit a copy of your sign-up sheet via fax (313-324-5950) or by sending a scan via email (memberexperience@rhac.com). Ensure all information on the sheet is legible.
2. It's imperative to have accurate counts for the vaccines. This will ensure that everyone who signed up is able to get a vaccine. And don't forget, the Trust will be charged for any unused vaccines after the clinic is completed.
3. If the Trust does not receive your final headcount two weeks before the clinic, it will be canceled.



Day of Clinic:

1. Have all of the items listed on the space setup specifications available such as table, chairs, trash can and power out available. Remember, if you do not have access to WiFi, please let the Trust representative know in advance.
2. Setup for the clinic as indicated in the specifications page. The clinic will be held before, during or after your local meeting, as requested by you when you scheduled with the Trust.
3. All Trust members signed up for the event will get their vaccines. CVS will have a limited number of extra vaccines, so it may be possible to administer vaccines to some additional Trust members on the day of the clinic.