



Guide to Hosting a Vaccine Pre-Registration Pop Up

CVC Partners and Volunteers can host Vaccine Pre-Registration Pop Ups to help community members pre-register for the COVID-19 vaccine. Below are some tips and tools to help plan and host a Pop Up, building on the efforts of the [Complete Vaccination Committee \(CVC\)](#)!

MATERIALS NEEDED

- Internet Enabled Device: Mobile devices recommended (Laptop, or iPad)
- Folding table/cart table
- Cleaning supplies such as disinfecting wipes, hand sanitizer, and face coverings
- Pen and paper/post-its
- Event poster to display at your table ([find here](#))
- Promotional flyer to promote your upcoming pop up ([find here](#))
- Bilingual Vaccinate Virginia Flyer ([find here](#)) & Bilingual Vaccine Safety Flyer ([find here](#))
- Find many of the materials listed above and many others in our CVC Partner Toolkit (arlingtonva.us/cvctoolkit).

SETTING UP

- Host the pre-registration pop up event outdoors and adhere to social distancing guidance. Setting up for a pop event is easy—just grab a cart or folding table (something that you can place your devices on), some cleaning supplies, and a couple friends to help—and you're ready to go!
- Have some hand sanitizer and disinfecting wipes on hand to clean devices between each use...and a mask or two in case someone forgets to bring one.
- Grab a couple pens and pieces of paper/post-its to write down the reference code upon form completion.
- Print Vaccinate Virginia & Vaccine Safety flyers for community members who may want a little more info to take home. Find these and many more in our [CVC Partner Toolkit](#).

Tip! When the CVC hosts pop up events, we place our iPads, which are preset to the Vaccinate.Virginia.Gov website, on the table for community members to use as we assist them with pre-registration process. You can also use mobile phones, laptops, or any other device that can connect to the internet.

PRE-REGISTRATION PROCESS

1. Go to Vaccinate.Virginia.Gov and click on "Sign Up."
2. Complete the pre-registration form (available in English and Spanish).
3. Upon successfully completing the pre-registration, a reference/confirmation code will be provided. Write this down for future reference.

Tip! You only need to pre-register once—if you're unsure about the status of your pre-registration or want to update your information, you can do that on the Vaccinate Virginia homepage.



REASONABLE ACCOMMODATIONS AND LANGUAGE ASSISTANCE

Does a member of your community need reasonable accommodations or language assistance? Have them call 877-VAX-IN-VA (877-829-4682) and a member of the Virginia Department of Health can help with accommodations and 100+ language support!

LET US KNOW ABOUT YOUR POP UP

The CVC is tracking all pre-registration efforts, so [email & let us know](#) when you're hosting a pop up (date and time) and how many community members you pre-register on site. This will help us better identify needs across our community!

HAVE QUESTIONS OR NEED MORE HELP?

Visit arlingtonva.us/cvc or contact the CVC at cvc@arlingtonva.us.