



On-Site Vaccination Clinic Toolkit

An on-site vaccination clinic is a vital tool for making COVID vaccines as accessible as possible. This toolkit has the instructions that community organizations, schools, employers, and other groups need to host clinics in places that people in your community know and trust.

How to Organize and Host a Vaccination Clinic

Step 1. Reach out to a COVID vaccine provider

A vaccine provider in your community could be a pharmacy, your [local health department](#), a health system, a community health center, or some other medical provider. Each provider may have different processes and capacity to host on-site clinics.

[Federal retail pharmacy partners](#) are providing on-site vaccination clinics nationwide and may be able to partner with you to host a clinic (see the table of federal retail pharmacy partners beginning on p. 4 below). Although most pharmacies do not require minimum participation, some do. If you cannot meet the minimum, ask about locating your event at the nearest store.

If none of these participating pharmacies is in your community, reach out to your local health department or visit [vaccines.gov](#) to find other vaccine providers near you.

Consider talking to your vaccine provider about offering flu or other routine immunizations along with COVID vaccines at your clinic.

Outreach email template

Dear **[Vaccine Provider Name]**,

On behalf of **[Organization]**, I am reaching out to request support for a pop-up vaccination clinic in my community in **[City, State]**. The purpose of this vaccination clinic would be to **[e.g., vaccinate young people ahead of back-to-school season / make it more convenient for all individuals in my community to get vaccinated]**. We hope to host a **[walk-in / hybrid walk-in and pre-registration]** clinic, to offer **[COVID vaccines / COVID and flu vaccines]**.

Our preferred clinic date and location would be on **[Date]** at **[Address or Neighborhood, if location has not been selected yet]**. At this time, we estimate that there would be **[Number]** participants. **[Insert any additional clinic requirements.]**

Would it be possible for **[Vaccine Provider Name]** to support this clinic? I am happy to provide additional information as needed or further discuss how this clinic can best work for you and our community. I can be reached by this email or **[Phone Number]**.

Thanks,
[Signature]

Step 2. Define roles and responsibilities

Although vaccine providers are typically responsible for all clinical operations and reporting, community organizations play a critical role in engaging their local community. Vaccine providers may ask community organizations to complete partnership agreements.

Work with the vaccine provider to finalize the scheduling or walk-in process.

Sample roles and responsibilities

This is intended as an example to guide discussions and planning with the vaccine provider. Expectations will vary by provider and should be finalized directly as part of your partnership agreement.

Host Organization

- **Leads community** engagement and outreach
- **Provides clinic location** (must be well-ventilated, clean, and spacious enough to comfortably handle the anticipated number of participants)
- **Provides clinic facilities** (tables, chairs, garbage bins, signage, restrooms)
- **Provides logistical and administrative support** (e.g., security and line management)
- **Provides on-site clinic coordinator** to liaise directly with vaccine provider to plan each clinic

Vaccine Provider

- **Manages all aspects of vaccine administration**—including on-site set-up, appointment scheduling (if needed), clinical and support staffing, check-in, immunization, observation, reporting, and other standard requirements

Step 3. Pick a date and a location

Leverage the reach of your community network to pick a convenient, trusted location for your clinic.

Work with the vaccine provider to consider the date and time that may work best for your community, including weekend and off-hours.

Consider pairing your clinic with a community event that is already scheduled or being scheduled—such as a local fair or back-to-school night.

Step 4. Conduct outreach to your community

As a trusted community organization, you play a critical role in engaging and educating your local community. Share information about the upcoming clinic, as well as general vaccination information—including that COVID vaccines are free for everyone and individuals can receive a vaccine regardless of immigration or insurance status.

If your clinic will offer vaccines for children and teens, then make sure you share information on whether parental presence or consent is required—in line with state regulations.

Work with your vaccine provider to ensure clinic attendance by using online appointments, text, and call reminders.

To amplify and engage your community, consider posting on social media, sharing signage, and leveraging trusted messengers in your community.

Resources are available at [wecandothis.hhs.gov](https://www.wecandothis.hhs.gov) to support your organization in conducting outreach and having conversations about vaccination.

Step 5. Host your clinic

Work with the vaccine provider to finalize the operations of your event.

Continue to engage your local community, including with day-of reminders.

Identify someone to act as a lead to coordinate with the vaccine provider on-site to help ensure the event goes smoothly.

Get creative to make this a fun event! Consider offering [coloring pages](#) to children while they wait to get vaccinated and healthy snacks, [stickers](#), or other swag for people who receive a vaccine.

****The table of federal retail pharmacy partners begins on the next page.****

Table of Federal Retail Pharmacy Partners

Pharmacy Partner	Clinic Types Offered	Preferred or Required Participation	Contact
Albertsons Companies, Inc. (Osco, Jewel-Osco, Albertsons, Albertsons Market, Safeway, Tom Thumb, Star Market, Shaw's, Haggen, Acme, Randalls, Carrs, Market Street, United, Vons, Pavilions, Amigos, Lucky's, Pak n Save, Sav-On)	Walk-up or drive-through, depending on pharmacy	20–30 participants. Registration may be required, depending on the business or organization. Allowances made based on need.	Liz Oler, Liz.Oler@albertsons.com
Costco	Walk-up clinics by appointment	40 participants. Registration required, with clinic canceled if minimum not met—except in communities where registration can be a barrier to vaccination.	Becky Dant, rdant@costco.com Beth Arnold, betharnold@costco.com
CPESN (a clinically integrated network of independently owned and operated community pharmacies)	Walk-up	50 participants in 2 hours. Registration not required, but organizers agree to pay expenses associated with minimum participation if attendance falls short.	Cody Clifton, cclifton@cpesn.com
CVS Pharmacy, Inc. (including Long's)	Walk-up	30 participants. Registration required, with clinic canceled if minimum not met. Organizers will be asked to pay for unmet capacity if attendance falls short.	VaccineClinics@CVSHealth.com www.cvs.com/immunizations/flu/clinics?cid=redirect-vaccineclinics
Good Neighbor Pharmacy	Walk-up, appointments, or drive-through, depending on pharmacy	Pharmacies can provide vaccine clinics when/if needed, depending on location. 50–55 participants per day. Registration not required, but the minimum is strongly encouraged. Clinic will not be canceled if the minimum is not met.	Gold Eneyo, Gold.Eneyo@amerisourcebergen.com
H-E-B, LP	Walk-up	30 participants per hour. Registration required, with clinic canceled if minimum not met. Or, if requested, registration not required and organizers agree to pay expenses associated with minimum participation if attendance falls short.	wellnessservices@heb.com
Health Mart Pharmacies	Contact provider for information	Contact provider for information.	covid.taskforce@mckesson.com

Pharmacy Partner	Clinic Types Offered	Preferred or Required Participation	Contact
Hy-Vee, Inc.	Walk-up or drive-through, depending on pharmacy	10 participants per hour. Registration not required, but organizers may have to agree to pay expenses associated with minimum participation if attendance falls short. Clinic will not typically be canceled.	vaccineclinic@hy-vee.com
Publix Super Markets, Inc.	Contact provider for information	Contact provider for information.	Clinical.Services@Publix.com
Food Lion	Walk-up	25 participants. Registration required, with clinic canceled if minimum not met.	John Bednarz, jbednarz@foodlion.com
The Giant Company	Walk-up or drive-through, depending on pharmacy	25 participants. Registration required, with clinic canceled if minimum not met.	Meghan Dixon, meghan.dixon@giantmartins.com
Giant Food	Walk-up or drive-through, depending on pharmacy	50 participants. Registration not required, but the minimum is strongly encouraged. Clinic will not be canceled if minimum not met.	Md. POC: Rimple Gabri, rimple.gabri@giantfood.com D.C. & Va. POC: Arzu Moosvi, arzu.moosvi@giantfood.com
Hannaford Bros Co.	Walk-up	50 participants. Registration required. Clinic will not be canceled if minimum not met, but the minimum is strongly encouraged.	Sara Couture, scouture@hannaford.com
Stop & Shop	Walk-up	50 participants. Registration not required, but the minimum is strongly encouraged. Clinic will not be canceled if minimum not met.	ss.clinical@stopandshop.com
Rite Aid Corp.	Walk-up or drive-through, depending on pharmacy	25 participants per hour. Registration not required, but the minimum is strongly encouraged. Clinic will not be canceled if minimum not met.	www.riteaid.com/covid-19/community-clinics
Southeastern Grocers (Winn-Dixie, Harveys, Fresco y Mas)	Walk-up or drive-through, depending on pharmacy	15-20 participants. Registration not required, but the minimum is strongly encouraged. Clinic will not be canceled if minimum not met.	Jeffrey Brooks, JeffreyBrooks@segrocers.com www.winndixie.com/pharmacy/testing

Pharmacy Partner	Clinic Types Offered	Preferred or Required Participation	Contact
The Kroger Co. (Kroger, Harris Teeter, Fred Meyer, Fry's, Ralphs, King Soopers, Smiths, City Market, Dillons, Mariano's, Pick-n-Save, Cops, Metro Market, QFC)	Contact provider for information.	Contact provider for information.	www.krogerhealth.com/covid-19-services
Topco Associates, LLC (Acme Fresh Markets, Associated Food Stores, Bashas, Big-Y Pharmacy and Wellness Center, Brookshire's Pharmacy, Super One Pharmacy, FRESH by Brookshire's Pharmacy, Coborn's Pharmacy, Cash Wise Pharmacy, MarketPlace Pharmacy, Giant Eagle, Hartig Drug Company, King Kullen, Food City Pharmacy, Ingles Pharmacy, Raley's, Bel Air, Nob Hill Pharmacies, SpartanNash, Price Chopper, Market 32, Tops Friendly Markets, ShopRite, Wegmans, Weis Markets, Inc.)	Adult COVID primary series and updated vaccines.	Adult COVID primary series and updated vaccines.	Faraaz Zaidi, fzaidi@topco.com Sana Siddiqui, ssiddiqui@topco.com
Walgreens (including Duane Reade)	Walk-up or drive-through, depending on pharmacy	No minimum. Registration encouraged but not required.	https://wagsoutreach.com/COVID-Contact-Us
Walmart, Inc. (including Sam's Club)	Walk-up or drive-through, depending on pharmacy	100 participants. Registration strongly encouraged to ensure minimum attendance, although walk-ins would be welcome to participate. Clinic will not be canceled if the minimum not met unless there is a significant lack of interest.	www.wrike.com/frontend/requestforms/index.html?token=eyJhY2NvdW50SWQjOjQ3MDcyODYsInRhc2tGb3JtSWQjOjY0MTAwOH0JNDc5ODAyMDc3ODY0MwkzNTE3YTEwZDcxOGE1MGNhYmQ2ZTcxNzNlZDBiZWQwZGNjZmJhNGEyMTgwMDVmNWl4ZjA4YjI5YzNmO TVmOGQw