



Dear COVID-19 Prevention Partner,

Thank you for your interest in preventing COVID-19 in your community. The Arkansas Immunization Action Coalition (ImmunizeAR) has created a toolkit to help you. The idea behind the toolkit is to show you how you can put on a COVID-19 Prevention Workshop for a group of people. It could be any group in your community, including: your church, community-based organization, neighborhood centers, senior centers, homeless shelters, synagogue, social club, quilting group, or anyone you want to invite. The purpose of the workshop is to help people learn the facts about the COVID-19, how to prevent it, and get a COVID-19 vaccine if they are due for one.

The toolkit is a collection of all the materials you may need to put on a COVID-19 Prevention Workshop. You can download and print all the documents from our website: <https://www.immunizear.org/vaccine-workshop-toolkits>

### **Toolkit Documents**

- A **Leader's Guide** with the instructions for how to organize and lead the workshop.
- A **Slide Presentation** using PowerPoint software that you can use to give the information to the people at your workshop. The Leader's Guide helps you know what to say with each slide. It is possible to lead the workshop without the slide presentation, as long as you cover the information given in the Leader's Manual.
- A **Workshop Booklet** that people attending the workshop can use to follow along during your presentation. There should be one copy for each person at the workshop.
- A **Question and Answer** document is there for your use.

The toolkit also contains various documents you may need for organizing your workshop:

- A **Workshop Flyer** that you can edit, print and post to publicize your workshop.
- A **Sample Press Release** that you can edit and send to your local newspaper to publicize your workshop.
- A **Sign-In Sheet** for people attending your workshop.
- Instructions for **How to Arrange for Someone to Give COVID-19 Vaccines** at the end of your workshop.
- A **Photo Release Form** to use if you take photos or decide to share quotes from people who attend the workshop.
- A **Workshop Leader's Summary** survey (online) that you will need to fill out when the workshop is over, so we can learn about how your workshop went and keep track of how many workshops are completed in Arkansas this year.

After your workshop, please complete the Workshop Leader's Summary Survey (online). This is to help us keep track of data related to the workshops.

**Survey:**

- Leader's Summary: <https://www.surveymonkey.com/r/covid19-leader-summary>



Thank you again for your interest in COVID-19 prevention. Please let me know what questions you have. ImmunizeAR stands ready to help you in any way that we can.

Sincerely,

Heather Mercer  
Executive Director  
Arkansas Immunization Action Coalition