



## Pre-Event Checklist

This list is what Beaumont Student Heart Check recommends. It is only a suggestion.



### 1. Find a Location

Look for a large open space (e.g., school gym) with:

- room for people to move around
- access to enough working electrical outlets
- room to deliver, store and pick up equipment



### 2. Choose a date and time

- find ones that work for the hospital staff and whatever facility you use



### 3. Decide how students will sign up

- we suggest registering online or calling in for appointments
- give yourself plenty of time for registration

*\*\*\*We recommend six weeks before the event.*



## Event Day Checklist

This list is what Beaumont Student Heart Check recommends. It is only a suggestion.



- allow yourselves two hours to get everything ready  
*\*\*\*We suggest doing all this the night before or early in the morning.*

### Arrange main staging areas

The number of staging areas can be adjusted based on your resources or needs.

- **Staging area #1 | check-in:** You need:

- at least two tables and enough chairs for at least four volunteers

- **Staging area #2 | blood pressure station:** You need:

- four volunteers     blood pressure equipment
- chairs for both students and volunteers

- **Staging area #3 | ECG reading station:** You need:

- one table     one cardiologist (to read the ECGs)
- consider storing extra supplies (e.g., gloves, hand sanitizer, electrodes) here

- **Staging area #4 | checkout station:** You need:

- two tables     copy machines     enough chairs for volunteers
- educational handouts and students promotional items (optional)

- **Staging area #5 | parent-waiting area:** You need:

- at least two tables for handouts
- enough seating for parents and family



## Set up student bays

We normally recommend 16 student bays. This number can be adjusted based on your resources or needs.

- **Personnel needs:**

- one ECG technician per bay
- one Cardiologist and one echo technician for every four bays

- **Supply needs for each bay:**

- exam table
- table paper (replaced after each student is seen)
- ECG machine
- ECG electrodes
- echo gel
- hand sanitizer, gloves and washcloths
- private screening area: this can be done using privacy drapes or portable wall systems. There are many easy-to-assemble wall systems to choose from.

- **Other student bay options:**

- a physician's office
- existing exam rooms (in a hospital or clinic)
- separate (large) tents for males and females