



## Co-Host Seat Check Event Guide for a Partner Site

Looking for a different service to provide your clients? Do you keep seeing children in vehicles and not sure if they are properly restrained? Partner with the Virginia Department of Health (VDH) Safety Seat Check Station (SSCS) program to hold a co-hosted seat check event. The SSCS program is a network of sites that provide hands-on education at no charge to parents and caregivers. This service is also available to community partners by holding a co-hosted event.

For a co-hosted event, your site will work with the VDH SSCS program to have nationally certified child passenger safety technicians provide hands-on safety seat education to parents and caregivers. Steps and basic information for a partner site of a co-hosted event are listed below.

### 1. Assess your capacity to be a co-host

- Available space such as a parking lot or parking deck
- Parents and caregivers that would be interested in the opportunity
- Staff support for promoting the event and scheduling appointments

### 2. Partner with an SSCS/technician

- Contact your local SSCS or the VDH SSCS program at [ivp@vdh.virginia.gov](mailto:ivp@vdh.virginia.gov)
- SSCS are listed on the [VDH SSCS website](#)

### 3. Work with SSCS/technician to decide on the details

- Location, date, and time
- Number of available technicians (ideally at least two)
- Discuss inclement weather plan and back-up date
  - Tents may be an option to discuss with the SSCS/technician

### 4. Promote event

- Use provided resources to promote event
  - Flyer template titled “Seat Check Event Appointment Flier”
    - Items to fill in for your event are noted in brackets, such as [date and time]
    - Work with SSCS/technician contact if a different file format is needed for the flyer
  - Use .png file to post about your event on social media. Include event details in the post.
- Use all available channels such as email distribution list, in-person opportunities, etc.

### 5. Schedule appointments based on the available number of technicians

- Recommend 30 minutes per safety seat
- If possible, advise parent/caregiver to wait to get their child/children until indicated by technician
- Remind participant to bring the safety seat instruction manual and vehicle owner’s manual to the event
- Once appoints are full, you can keep a wait list. Check with the SSCS/technician to see if additional technicians are available or if the event can be extended based on the wait list.

## **6. One to two days prior to event**

- Confirm with SSCS/technician contact; let them know if all appointment slots were filled or not.
  - Consider providing the list of appointments
- Remind participants about their appointment

## **7. Hold event**

- SSCS/technician will likely arrive 15-30 minutes early to set up

## **8. Conduct post-event debrief**

- This can be done immediately or 1-2 days after the event.
  - Discuss what worked and what can be improved
  - Consider making the event a regular occurrence (annual or a frequency that works for the technicians).

If co-hosting an event is not the best fit for your organization, contact the VDH SSCS program ([ivp@vdh.virginia.gov](mailto:ivp@vdh.virginia.gov)) to discuss other options such as a training for staff or a presentation for parents and caregivers about child transportation safety.

## Scheduling Appointments

This table can be used and modified as needed for tracking scheduled appointments for the co-hosted event. Each column is for one appointment; add more columns if your event will exceed two hours. Each row is for the number of technicians scheduled to be at your event; add or delete based on the available number of technicians.

Items you may want to collect in each appointment column are:

- Contact Name
- Phone Number
- Vehicle make and model
- Type of safety seat (make and model)
- Age, height, and weight of child

Items to communicate to caregivers with appointments:

- If possible, advise parent/caregiver to start safety seat check and get child when indicated by technician. This allows the parent/caregiver to pay full attention to the technician.
- Remind participant to bring the safety seat instruction manual and vehicle owner’s manual to the event
- Alert them of waiting list (if applicable) and to contact you if they need to cancel

### APPOINTMENTS

CPST Name (use one row per technician participating in the event)	Participant #1 Information 30 min	Participant #2 Information 30 min	Participant #3 Information 30 min	Participant #4 Information 30 min

## WAITING LIST

Name	Contact Information