



# Lions of Illinois Foundation

## INDOOR Screening Event Fact Sheet



### What You Need to Know to Host an Indoor Screening Event.

#### Registration Area:

- Registration areas need to be well marked and easily accessible.
- 2-3 Lion volunteers are needed at the registration table. Please have Volunteers wear a vest, shirt and/or hat to identify themselves as Lions.
- A table that seats 2-3 chairs comfortably and still has room for paperwork for registration is needed, usually a 6 foot table.
- Please have pens available to fill out forms.
- Lion in Charge will need to be on site at least 1 hour before the event
- Additional Volunteers will need to be at the location at least a ½ hour before the scheduled time.

#### Screening Areas:

**When utilizing both Hearing and Vision devices you will need to have two separate areas.**



#### **Hearing Screenings:**

- Hearing screenings need to be set up in a quiet room/area. *Ambient noise could affect hearing screening results*
- Screening Tablet(s) need to be placed onto a table with access to 110 outlets for both the tablet and the printer



#### **Retinal Screenings:**

- Please keep in mind the room needs to be low light, but not dark
- Table and two chairs are needed
- All Results will be read at a later date and sent to each participant (Allow 2-3 weeks to receive results)

#### Publicity:

- Publicize the screening in local newspapers.
- Place posters in local businesses.
- Place announcements in church bulletins.
- Place it on social media such as Facebook, Instagram, Twitter, etc.
- Let your neighbors and friends know about the screening.



**Note: Please make sure you are allowing your technician(s) to take a lunch break, if needed, and bathroom breaks.**