



3740 Canada Road, Lakeland, TN 38002

Mission Checklist

- Staff
 - OD to perform exams
 - Number of ODs for location _____
 - Technician to assist OD (if needed)
 - Number of technicians for location _____
 - Receptionist for check-in and paperwork
 - Number of Receptionists _____
 - Opticians for ordering glasses
 - Number of Opticians _____
- Location
 - Target a low-income area
 - Location Name: _____
 - Telephone: _____
 - Area needs to be accessible to the patients
 - Address: _____
 - Facility needs to accommodate a waiting area and a “sales floor”
 - Need an exam chair or portable equipment- OD needs to be able to refract
 - Number of exam lanes open _____
 - Dates of Event _____
 - Return dates for glasses pick-ups _____
 - Number of patients to be serviced _____
- Tools/Supplies
 - Pupilometer
 - Lensometer
 - PD Ruler
 - Marking pens and regular pens
 - Alcohol Wipes
 - Purell Wipes
- Vendors
 - Lens Supplier
 - Company _____
 - Frame Supplier
 - Company _____



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Communications

Location needs to promote event to reach patients

- Use social media ie: facebook, instagram,
- Word of mouth
- Radio
- Flyers
- Email local shelters, community health centers, local schools,

How to schedule appointments

- Contact Information for patients
- Appointment slots (could be 20 minute or 30 minute increments)
- Set age requirements (some locations may not be equipped for very young children)

One person should be contacted to schedule all appointments

- Contact person name _____
- Telephone _____

Call and confirm all appointments two days before and 1 day before

Optional (Keep a wait list for possible openings due to cancellations)