



9 STEPS TO HOSTING YOUR OWN SKIN CANCER SCREENING

1

Choose a date and location for the screening.



2

Order free materials from the Academy early (at least three weeks in advance).



3

Recruit both male and female dermatologists and volunteers. One medical professional can screen about 6-10 individuals per hour.



4

Publicize screening about 8 weeks in advance by posting signs, running an ad in the local paper, **writing “pitch” letters, press releases, etc.**



5

Order necessary equipment (lighting, clipboards, pens).



6

Confirm screening details with screening site.



7

Communicate screening details to all volunteers (i.e., parking, hours, workflow, etc.).



8

Host screening and return screening forms with the volunteer form to the Academy.



9

Send thank you letters to all volunteers.



For detailed information about planning a skin cancer screening, download the Academy's **Plan an Event Toolkit** at www.SpotSkinCancer.org.