

Site Visit Planning Checklist

Site Visit Committee	Assigned to	Deadline	Complete
_____, Chairperson Name			
Two Months Prior:			
Work with administration to choose a date for the visit. Avoid conflicts with testing, field trips, etc.			
Determine key school/district officials who should be present			
Contact legislator			
Get legislator's bio			
List activities to conduct			
Begin writing script (for introductions, tour guide, and thanks)			
Design program book/handouts			
Arrange for printing			
One Month Prior			
Finalize script			
Assign speaking parts for introductions			
Assign tour guides			
Develop press release			
Two Weeks Prior			
Arrange for introduction and tour guide practices (minimum of 3)			
Inform legislator of agenda			
One Week Prior			
Confirm legislator visit			
Finalize script			
Site Visit Day			
Distribute programs			
After the event			
What went right?			
What went wrong?			