

Site Visit Preparation Timeline of Best Practices

At Least One Month Before Site Visit or ASAP

- Identify and train student “ambassadors” for each element of your program day
- Discuss funding sources, mission, and site demographics with staff team to ensure awareness
- Practice handshakes and introductions with students at all times
- Have staff write/edit personal biographies
- Shop for and prepare all Visitor Packet materials and store in a convenient spot
- Invite and provide an overview of responsibilities to any non-programmatic presenters (i.e., property manager, student’s family members)
 - Ask presenters to share a short biography

One/ Two Weeks Before Site Visit

- Research visitors – what is the focus of their organization? What other programs do they support/ work with? Where are they located? What are the titles of the people visiting? How long have they been with the organization? *(Note: PCY will provide this information in advance of the visit)*
- Brief staff on who is visiting and why
- Talk with all students about visitors
- Hold a “handshake-off” at Opening/Closing Meeting
- Identify rooms/ activities to be visited and any student presenters (practice throughout the week)
- Follow-up with parent/faculty presenters (e-mail a list of possible questions they may be asked)

One/Two Days Before Site Visit

- Finalize agenda
- Have all teams play a guest review game with potential questions that students may be asked
- Site Director “tests” all ambassadors
- Program staff check all student work displayed
- Compile final Visitor Packets
- Review agenda with staff and address any concerns, set dress code expectations (Program shirts? Business casual?)
- Update bulletin board and/or any other marketing materials
- Send final reminder e-mail, cc Nazaneen

Day of the Site Visit

- Look nice! (Consider sending a group text/email to staff in the morning to remind them.)
- Review any grade/demographic data you are unsure of
- Place Visitor Packets and bottled water in practical spot
- Make sure any spaces are reserved and signage is posted
- Be proud of yourself and your program site!