Potential Logistical Requirements for Site Visit

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| Item/Event (Minimum) | Done |
| In the Room* Printer
* Shredder
* Post it notes
* Tape (other office supplies maybe)
* Markers (Post it) and a Chart pack with paper
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| Food* Snacks in the conference room at hotel and at applicant
* Menus for Food delivery
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| Team brings* Item by item Template
* Site Visit Work Sheets
* Computer and flash drives of work
* Pencils/Pens
* Notebook pads
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| At Hotel* Get conference room
* Make sure the applicant has contracted sleeping rooms for the team
* Secure the work room daily (get two sets of keys at least)
* Make sure the hotel staff refreshes the water/tea/drinks
* If you need documents to review, have them placed in room (please minimize for the applicant)
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| At Applicant* Acquire a conference room for Monday- Wednesday am
* If you need documents to review, have them placed in room
* Secure the room when in use and remove all material daily
* Do not take cell phones into interviews
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| With Point of Contact* Contact at least two weeks before the site visit to discuss logistics
* Send POC the documents needed for examination
* Discuss the initial schedule of interviews on the phone
* Discuss the changed schedule of interviews on site daily
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