

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 |  |
| Food   * Snacks in the conference room at hotel and at applicant * Menus for Food delivery |  |
| Team brings   * Item by item Template * Site Visit Work Sheets * Computer and flash drives of work * Pencils/Pens * Notebook pads |  |
| 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) |  |
| 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 |  |
| 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 |  |