



Site Visit Checklist

Nonprofit organization:	
Main contact:	
Main contact's phone number:	

The site visit is one of the first steps in organizing a Team Depot project. Viewing the location first-hand will help you with all aspects of project planning and preparation. During the visit, you should determine the scope of the project, how many volunteers are needed and all necessary materials to complete your project. Take a tape measure and digital camera with you, if possible.

During your site visit, confirm and agree upon the following items with your community partner:

- Project scope and tasks to be completed.
- Tools and materials the community partner can provide.
- Storage location for supplies and materials that will be delivered prior to the project (if necessary).
- Number of volunteers needed.
- If the agency's clients or customers will be participating in the project. If they will participate, request guidelines for working with the particular population or facility. For example, some shelters will not allow photography of residents' children.
- Travel directions to and from the project site, rest room arrangements and parking instructions.
- Any food and beverages that will be provided by the site host.
- Confirm locations for posting banners and signage.
- Phone number of your main contact and the on-site host (if different).
- Special requirements, if any, for children or family members of associates who may want to volunteer for the project.