Sample Agenda

## Welcome and introductions

*This is a chance to introduce key staff or partners, orient the policymaker (and media if joining) to what they will see during their visit, and to provide information about your program and infants and toddlers in your community, including the challenges that families face and the policy solutions that help babies and their families thrive. Offer policymaker and site leadership opportunity to make statements if media is present.*

## Site tour

*When showing the policymaker around, point out elements of the environment that contribute to the quality experience of children and families.*

## Site visit activity

*Try to schedule the visit on a day or time during an activity that really showcases your work with infants, toddlers, and families. This could be an early learning activity with the children or observing a group meeting with parents - or both if time permits. Consider if there are opportunities for a visitor to participate in the activity. If media is present and media releases have been signed by those present, consider time for media to take photos, capture video, and potentially interview families/staff who have been prepared in advance of the visit.*

## Wrap up

*This is a time to reiterate your priorities, to answer any questions the policymaker may have, and to thank them for making time to visit and for their support of children and families in their district.*