Planning Checklist

Timeline: 4 - 6 Weeks Before Program Launch

- Identify local CS-related companies, government labs, and startups

- Reach out with introductory emails (see template)

- Track commitments and contact details in a shared document

   Timeline: 2 - 3 Weeks Before Visit

- Confirm date, time, location, parking, and agenda with host

- Send student roster and background to host if needed

- Confirm accessibility accommodations or dietary needs

   1 Week Before

- Share expectations and logistics with students

- Print nametags and materials

- Confirm transportation (van, ride share, etc.)

   Day of Visit

- Arrive 15 - 20 minutes early

- Review professional etiquette with students

- Take photos (with permission)

   After the Visit

- Send thank-you email to host

- Debrief with students using reflection questions

- Save feedback or notes for next year