

Sample Site Visit Agenda

Below is a generic version of an agenda. The museum and reviewer should work together to hone the objectives of the site visit and to develop a comprehensive agenda that is geared toward the needs of the organization. Key staff/volunteers/governing authority/advisory committee members/community members should be included to give the reviewer a complete view of the organization. Depending on the size of the organization, the type of assessment, and the number of objectives listed, the schedule and number of days will vary.

Day 1

- 9:00 a.m. - Initial interview with museum director
- 10:00 a.m. - Introductory meeting with all staff and governing authority
- 11:00 a.m. - Tour of Museum facilities, including exhibits and collection areas
- 12:30 p.m. - Lunch with staff *
- 2:00 p.m. - Meeting with staff member
- 3:00 p.m. - Meeting with staff member or volunteer
- 4:30 p.m. – Attend board/governing authority meeting
- 6:00 p.m. - Reception with governing authority*

Day 2

- 9:00 a.m.- Meeting with governing authority or advisory committee member(s)
- 11:00 a.m. - Meeting with community member(s) and/or other stakeholder(s)
- 12:30 p.m.- Lunch
- 2:30 p.m.- Tour of surrounding area and similar sites
- 5:00 p.m. - Exit interview with museum director

*Some reviewers enjoy having meals with staff/governing authority members, while some prefer to have quiet time to begin working on their report. Please talk to your peer reviewer before scheduling any evening events.

Tips for site visit planning success:

- Include an hour buffer in each day for meetings that go over their scheduled time
- Consider including a meeting with all senior management together, if applicable

SAMPLE

MAP Organizational Assessment

Site Visit Agenda

Cabot Cove Art Museum & Gardens

Wednesday, March 29

- 8:00 a.m. Peer Reviewer arrives (Security meet him at staff entrance)
- 8:15 a.m. Go over schedule/logistics for the day with MAP Primary Contact
- 9 a.m. Initial interview with Executive Director and/or Board President
- 10:00 a.m. Introductory meeting with staff
- 10:45 a.m. Tour Museum & Collections (w/ Registrar & Facilities Mgr)
- 12:15 p.m. Lunch w/ Volunteers
- 1:45 p.m. Meet with the Director of Education
- 2:30 p.m. Meet with the Director of Operations
- 3:15 p.m. Break
- 3:45 p.m. Meet with any other staff
- 4:45 pm Wrap-up for the day

Thursday, March 30

- 8:30 a.m. Informal meeting with available Board Members and/or various committee members over coffee
- 10:00 Meeting with community stakeholders / sponsors / key donors /
- 12:00 p.m. Lunch
- 1:15p.m. Tour off site storage and exhibition space at City Library
- 3:00 p.m. Break
- 3:30 p.m. Follow-Up with full staff for any Q&A
- 4:00 p.m. Exit interview with Executive Director and/or Board President

This agenda is meant to be an *example* and a place to start building yours. Every visit agenda will vary depending on the museum size, assessment type, MAP objectives, and other factors. Don't forget to account for times between agenda items, and to add in details like staff names, locations, etc.

SAMPLE

MAP Collections Stewardship Assessment

Site Visit Agenda

Emerald City History Museum and Archives

When	What	Staff Name & Location
Day 1		
9 a.m.	Initial interview with Museum Director (Primary Contact)	
10 a.m.	Introductory meeting with staff (Visitor Services, Development/Facilities, Director, Education, Exhibitions, Collections, Curatorial)	
11 a.m.	Tour of Museum	
12:00 p.m.	Lunch with all staff	
1:30 p.m.	Tour of collections storage & prep areas	
3:30 p.m.	Meeting with Curator and Collections Manager	
4:30 p.m.	Wrap-up for the day	
Day 2		
9 a.m.	Meeting with Board Members (including collections committee)	
10 a.m.	Meet with Volunteers working with collections	
11:00 a.m.	Meeting with Archivist	
12:00 p.m.	Lunch	
1:00 p.m.	Meeting with facility-related staff (maintenance, physical plant, security)	
2:00 p.m.	Exit interview with Museum Director	

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SAMPLE
MAP Collections Stewardship Assessment
Site Visit Agenda

F. & W. Flintstone Archaeology Center & Museum, Bedrock University

DAY 1

Time	Event
8:45 a.m.	Peer Reviewer arrives at museum – sign in, get visitor badge
9:15 a.m.	Meet with Curator/Collections Manager
10:00 a.m.	Introductory meeting with Archaeology Center Director and key staff
11:00 a.m.	Break
11:30 a.m.	Begin tour of facilities, including exhibits and collection areas
12:30 p.m.	Lunch with available Center staff
2:00 p.m.	Visit Field Conservation Facility
3:00 p.m.	Break
3:30 p.m.	Continue tour of facilities, including exhibits and collection areas
5:00 p.m.	End of day wrap up with director

DAY 2

Time	Event
9:15 a.m.	Meeting with non-Center Collections Committee members
10:00 a.m.	Meet with Dean and/or Provost
11:00 a.m.	Break
11:30 a.m.	Meet with Program Manager
12:30 p.m.	Lunch with Collections staff
2:00 p.m.	Invitational meeting with students/volunteers
3:00 p.m.	Break
3:30 p.m.	Meet with key university faculty members
4:30 p.m.	End of day/visit wrap up
5:00 p.m.	Site visit complete

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SAMPLE

MAP Community Engagement

Site Visit Agenda

Whoville Children's Museum

Day 1

9 a.m.: Initial interview with Museum Director

10 a.m.: Introductory meeting with volunteers

11 a.m.: Tour of Museum

12:30 p.m.: Lunch with Senior staff

2 p.m.: Meeting with Education team

3 p.m.: Meeting with Board Members and Advisory Council

4:30 p.m.: Wrap-up/revisit any issues from the day

6 p.m.: Dinner with Board Officers

Day 2

8:30 a.m.: Tour of neighboring performing arts center, city history museum, and teen center

11 a.m.: Meetings with local educators

12:30 p.m.: Lunch w/ the Mayor

2:30 p.m.: Meet with Marketing/Communications staff

3:30 p.m. Meeting with Visitor Services staff

5 p.m.: Exit interview with Museum Director

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