

AGENDA TEMPLATE FOR WORKSITE

Host Organization Information

Organization name:

Contact person:

Contact email address and phone number:

Organization address (for navigation purposes):

Visit Details

Preferred visit date(s) and time(s):

Planned activities (check all that apply; add details if possible):

- ☐ Facility tour
- ☐ Staff introductions and career path conversations
- ☐ Discussion of available jobs, roles and responsibilities, and required education or training
- ☐ Hands-on or job-related activity (please describe):
- ☐ Q&A session with students
- ☐ Other:

Host Organization Staff

Names and roles of participating staff:

Special Instructions or Requirements

(e.g., safety gear, dress code, ID requirements, parking, group size limits):

Parking information *(e.g., unload location, parking lot that can accommodate school vehicle, parking passes)*

Student Lunch Details

Space where students can eat lunch:

Is there an on-site dining facility that can provide lunch for students (i.e., cafeteria)? *If there is an on-site dining facility, please provide the cost for students to eat lunch:*

Agenda or Timeline

Please outline the order of activities for students or attach a schedule.