# Site Visit: [YOUR PROJECT]

*Prepared by NAME on DATE.*

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| --- | --- | --- |
| **Date:** Friday, 31 October 2021 | **Start Time:** 10:00 a.m. | **End Time:** 11:30 a.m. |
| **Meeting Place:** Walkerville Elementary School [9601 Hamilton St, Chilliwack, BC] |
| **Territory:** Sto:lo Nation |
| **Site Contact:** Valerie Frizzle [604-555-1234] |

## Logistics

**Site Notes:**

* *Is the site accessible via road?*
* *What’s the terrain like? Is special clothing or gear required?*
* *Are there stairs or points that may be difficult to access for someone with mobility restrictions?*
* *Are washrooms available? Are they accessible?*
* *Is there cell phone reception?*
* *Will part of the visit be held inside? Or, will participants be travelling together in a closed vehicle, boat, or plane? If so, include a note re: any COVID-19 precautions (masks, distancing)*

**Driving Directions:**

* *If the meeting point is difficult to find, add driving / transit directions.*
* *Include direction on where visitors should park.*

Add a screencap of a map, if needed.

## Itinerary

*List activities, timing, and people to meet. Flag opportunities for photos or media interviews.*

|  |  |
| --- | --- |
| **10:00 a.m.** | Meet in the parking lot at Walkerville Elementary School. Meet and greet with teaching staff, Sto:lo youth, and students. View murals, student art. |
| **10:10 a.m.**  | Board the magic school bus and drive to the Walkerville Wetland.  |
| **10:20 a.m.** | Interpretative tour of the wetland with biologist and archaeologist.  |
| **10:40 a.m.** | Demonstration of invasive plant removal, willow staking, and species identification – led by wetland workers hired through HWI.  |
| **11:20 a.m.** | Board the bus and return to Walkerville Elementary School. |

*Depending on the site and time of year, you may need to include a rain plan.*

## People

*List everyone who will be joining the site visit. Flag photographers, media, and community leaders.*

**Organization Name:**

1. Name. Job Title. Pronouns. (phone # if appropriate)
2. Name. Job Title. Pronouns.

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1. Name. Job Title. Pronouns. (phone # if appropriate)
2. Name. Job Title. Pronouns.
3. Name. Job Title. Pronouns. **PHOTOGRAPHER** 📷

**Group Name:**

1. Name. Role. Nation / Community. Pronouns. **ELDER ⭐**
2. Name. Role. Nation / Community. Pronouns.

**Organization Name:**

1. Name. Job Title. Pronouns. **MEDIA** 📰

## Media Relations

*Describe speaking opportunities, media invitees, etc. Consider including your organization or project’s social media handles and remind guests to use #HealthyWatersBC in live tweets and Instagram posts.*

## Project Information

*Provide a short overview of your project (or attach a one-page brief or brochure). What work is taking place? What partners are involved? How many people are being employed? How is the project being funded? What’s the impact? How is the project helping the community?*