

SDFSC TA Project  
**Site Visit Preparation Check List**

Completed

1. Complete and return the Site Visit Scheduling Sheet to CARS.   
- As soon as possible
  
2. Confirm Site Visit Date with CARS.   
- As soon as possible
  
3. Schedule site visit interview times with participants.
  
4. Prepare and submit a site visit agenda to CARS.   
Please include directions and hotel recommendations.  
- At least 3 days before phone check-in  
- CARS staff will call to confirm agenda  
approximately on week before the visit
  
5. Remind all site visit participants about their scheduled interview time.
  
6. Establish contacts at each of the service locations for the site visit team.
  
7. **Relax and enjoy the site visit!**