



## Facility Tour Hit List

- Parking plan (Will there be a bus?)**
- Meeting point and entry plan**
- Establish preferred tour group size and number of tour guides required**
- Agree on duration of tour and communicate to necessary parties**
- Communicate clothing requirements (i.e. closed-toe shoes, long sleeves, masks, etc.)**
- Inform employees of timing of tour in their work areas**
- Determine need for safety briefing for guests**
- Review photo policy with tour guides and guests**
- Review media policy with tour guides and reporters (if needed)**
- Consult legal counsel on any specific questions related to premise liability or public release of images or information**