



# Location/Site Visits Checklist

This checklist provides 36 questions which will help position you to meet the visit objectives of the project proponent and provide your location with the best chance of success in securing the project.

## 1 Project Requirements

Do you know the project's:

• Strategic objectives?	<input type="checkbox"/>
• Workforce requirements?	<input type="checkbox"/>
• Transport requirements?	<input type="checkbox"/>
• Property requirements, including zoning?	<input type="checkbox"/>
• Electricity requirements?	<input type="checkbox"/>
• Gas requirements?	<input type="checkbox"/>
• Water requirements?	<input type="checkbox"/>
• Supply chain requirements?	<input type="checkbox"/>
• Regulatory and Planning requirements and timelines?	<input type="checkbox"/>

## 2 Visit Requirements

Do you know:

• The strategic objectives of the visit?	<input type="checkbox"/>
• The project team members and their project roles?	<input type="checkbox"/>
• Which project team members are visiting?	<input type="checkbox"/>
• Are there any specific questions that the project team would like to address during the visit?	<input type="checkbox"/>



### 3 Meetings

Have you arranged meetings / visits with the following?

- Potential suppliers and other business partners?
- Property owners?
- Utilities owners?
- Transport providers?
- Training providers?
- R&D partners?
- Recruitment partners?
- Key government staff, eg. planning department?
- Elected officials?
- Companies who can testify to the benefits of establishing in your location?

Do each of the meeting attendees:

- Understand the strategic objectives of the visit?
- Understand the relevant project requirements?
- Understand how they can add specific value?
- Understand the necessity of confidentiality?

### 4 Logistics

- Do you know when the project team arrives and departs?
- Do you know how they will be transported? Can you arrange car transport yourself?
- Do you know where they will be staying? Can you influence the accommodation owner to provide a positive experience?
- Will you be inviting them to any meals? Do you know their dietary restrictions/preferences?
- Have you provided them with a comprehensive visit itinerary?
- Have you allowed enough time between meetings / site visits?



## 5 After the visit

- Have you arranged post-visit engagement?
- Do you know the project team's subsequent decision-making process and timelines?