

Insert your logo
here.

[Insert Name of Visiting Organization]
Site Visit
[Insert Date]

Agenda

Time	Topic	Staff
XX:XX am	Introductions Facility Tour	[List your staff (name and title) who will participate in the discussion]
XX:XX am	General Discussion <ul style="list-style-type: none">• Reasons for partnership• Experience with Daxko• Results since launch	[List staff who will participate in the discussion]
XX:XX am	Membership <ul style="list-style-type: none">• Individual, family & corporate memberships• Front desk operations	[List staff who will participate in the discussion]
XX:XX pm	Lunch	
XX:XX pm	Programs & Online Tools <ul style="list-style-type: none">• Program setup & onsite registration• Online program registration• Online donations	[List staff who will participate in the discussion]
XX:XX pm	Finance & Reporting <ul style="list-style-type: none">• Accounting procedures• Payment processing• Reporting	[List staff staff who will participate in the discussion]
XX:XX pm	Partnership <ul style="list-style-type: none">• Implementation, Training, and Support• The Community (online)• Self-paced training tools• Customer blog• Customer conference• Releases & communication	[List staff who will participate in the discussion]

Staff Introductions

[Name]
[Title]
[Number of years & role]

[Name]
[Title]
[Number of years & role]

[Name]
[Title]
[Number of years & role]

[Name]
[Title]
[Number of years & role]

Location

[Provide the physical address and driving directions to your office/center. If necessary, provide lodging recommendations.]

Insert Google map showing the location of your association:

1. Go to <http://www.google.com/maps>
2. Enter your address in the search box
3. Use the "Print Screen" key on your keyboard to copy this image to your clipboard
4. Paste it into this textbox after deleting the image below.

