



# MISSION TRIP-RETREAT SITE VISIT CHECKLIST

This list contains suggested questions to ask, items to check and things to think about on a site visit for a mission trip.



## **SITE VISIT CHECKLIST – WHAT TO LOOK FOR**

### **General Partner Questions**

1. If an existing program, what is their typical schedule and how open are they to personalizing for our group?
2. Do they require an orientation?
3. When can we arrive/need to depart?
4. Who will be involved with us during the week?
5. What do we need to understand about the community/communicate to our kids to set expectations and rules?

### **Work Projects**

1. How many possible projects?
2. What is the scope of work?
3. Is there enough work to keep a team busy for the week?
4. Do we need to bring our contractors?
5. Do they have a system in place for materials/supplies or do we have to purchase/manage?
6. Fees and what's included
7. Opportunities to interact with homeowners/community
8. How accessible are the sites and how close are they to each other?
9. Would we need port-a-johns, dumpsters, storage containers?
10. Does the partner have certain work protocols?

### **Lodging**

2. Housing option for arrival weekend/final weekend
3. Space/rooms and # ppl per room
4. Spaces for vespers
5. Recreational space/activities – inside and out (courts, firepit, activities, etc)
6. Space for commissioning (possibly)
7. Parking
8. Fees and what's included
9. Bathroom/shower facilities
10. Food options available – can they provide meals, can they handle special dietary needs, place to store special foods and meds?
11. Lodging options for logistics/contractors

### **Housing for main portion of trip**

2. Common area/meals/worship spaces
3. Spaces for vespers
4. Space for nurse/sickbay
5. Recreational space – inside and out (courts, firepit, etc)
6. Parking
7. Fees and what's included
8. Bathroom/shower facilities
9. Requirements for cleaning/chores
10. Space/rooms and # of ppl per room



11. Food options available – can they provide meals, can they handle special dietary needs, place to store special foods and meds?

### **Worship/Spiritual Partner(s)**

1. Is there a natural partner for us to worship with?
2. Opportunities for post-worship fellowship?
3. Opportunities for relationship during the week?
4. Youth group we can interact with?

### **Community Partners**

1. If projects are homes, will homeowners be around during the week?
2. Any fellowship opportunities during the week?
3. Any cultural opportunities with the community?
4. Is a final celebration appropriate/viable and if so, what is the best timing and program?

### **Leisure Activities**

1. What are the most famous attractions/activities of the area – anything “not to be missed” or that most groups do?
2. Restaurants that can accommodate group of our size
3. Team night options
4. Good local spots for special treats

### **Other**

1. Nearest walk-in clinic(s)/access to doctors
2. Nearest hospital
3. Nearest food shopping/other shopping
4. Nearest Home Depot/Lowes

### **Airports**

1. How large are the airports? (maps)
2. Is there group check-in? What will the check-in process look like?
3. Food options in the airports
4. Are rental car companies in the airport or do you take shuttle? Hours of rental company desks