



School Visit Planning Guide for Business Presenters

A successful school visit does more than deliver a talk—it connects classroom learning to real-world practice, respects school policies, and leaves students with lasting, actionable insights.

Use this guide as your checklist from planning to follow-up. With early alignment, compliant materials, smooth logistics, and thoughtful reflection, your visit will enrich classroom learning and strengthen your organization's partnership with the school.

At-a-Glance Planning Timeline

4–6 weeks before (or as soon as possible):

- Identify school point of contact (POC), exchange contact information and confirm goals, audience, and class context.
- Begin curriculum co-creation with teachers; request student needs assessments or a pre-visit survey.
- Clarify security and compliance requirements (ID, background screening, annual approvals).
- Discuss tech setup (HDMI vs. wireless casting), room needs, and scheduling windows.
- Establish contingency plans for closures or emergencies.

2–3 weeks before:

- Share draft slides, handouts, and speaker bios for administrative pre-approval (no political or religious content as required).
- Encourage teachers to run KWL activities and collect student questions.
- Align activities and examples to standards and current classroom units.
- Coordinate any media/PR plans with school communications staff.

3–5 days before:

- Confirm visitor check-in process; ensure government-issued ID is ready for digital badge.
- Reconfirm date, time, room, AV access, and backup tech plan (flash drive).
- Share any preparatory materials and reflection artifacts with teachers.
- Finalize disaster protocol and same-day contact method (phone/text).

Day of visit:

- Arrive early for check-in and AV test; bring backups (cables, adapters, printed handouts).
- Follow introduction protocols (especially for one-on-one or small group interactions).
- Deliver interactive session and collect questions for follow-up.
- Leave behind reflection prompts and a feedback form link.

After the visit (within 3–7 days):

- Send thank-you note, slide PDF (if permitted), and answers to unanswered questions.
- Share any agreed-upon media assets or post-event summary.
- Request feedback from teachers/students and note improvements for next time.

What to Bring (Day-of Essentials)

- Government-issued ID for digital check-in
- Laptop and power adapter, HDMI cable, necessary dongles
- Flash drive with presentation and offline media backups
- Printed handouts (if approved), reflection prompts, and any materials for activities
- Business cards or a simple contact/feedback QR code
- A copy of approved bios and talking points