



## Donor Visit Check-List

Date and time of visit: \_\_\_\_\_

Donors: \_\_\_\_\_

Donor Interest: \_\_\_\_\_

Pre-visit:

- Pre-visit download meeting with leadership
- Confirm visit one week before
- Send pre-visit email three days before
- Inform key staff of the visit – including whoever will greet them when they arrive and any program staff that you would like them to speak with.
- If the donor has a particular interest and you know that they will be visiting that area, ask the staff to make sure that the area is cleaned up.

Day of:

- Name Tag
- Reserved parking spot
- Welcome Sign
- Map of camp
- Reserved seating for services
- Seating for meals
- Coordinate shot-out during services or meal
- Picture of donor at camp
- Remind Camp Director

Day after:

- Thank you email or phone call
- Print picture and send in camp frame
- Make sure they are on your prospect list and that you have a stewardship or solicitation plan

Staff for donor to meet: \_\_\_\_\_

Campers for donors to meet: \_\_\_\_\_

Donor visit Kit:

- Cold water bottle
- Sunscreen
- Bug Spray
- After bite
- Umbrella
- Snacks
- Camp swag – t-shirt or hat
- Camp printed materials