

## Setting the Agenda

---

The site visit agenda will help you conduct a comprehensive review that provides:

- insight into each area of the museum’s daily operations, especially any cited for special attention by the commission
- verification of the museum’s presentation of itself in its self-study and supporting documentation
- answers to any questions or concerns raised through the self-study and supporting documentation
- time to visit any off-site branch, satellite, and storage facilities
- full participation of museum stakeholders: staff, governing authority, support organizations, volunteers, or any other key figures
- time for reflection and taking notes.

If the museum is undergoing a subsequent accreditation review, you and your team member should discuss whether it has made progress and how it has addressed areas cited by the Accreditation Commission since its last review.

Using *A Guide to the Characteristics of an Accreditable Museum* (see page D5), referring to your notes and questions, and in consultation with your team partner and the museum, develop an agenda that allows for the following:

*Initial interview with the director*

*Tour the entire facility*

*Meet with individual key staff*

*Meet with governing authority members*

*Meet with all staff or all key staff*

*Talk with your team partner*

*Follow-up visits/interviews as necessary*

*Exit interview with the director*

*Final Visiting Committee meeting*

(For a description of each component of the visit, see The Visit, page D29.)

---

★ *Allow time to visit the museum unannounced prior to the formal visit. This enables the committee members to experience the museum separately as public visitors and to appreciate the museum’s public dimension.*

Generally, the team participates in each component of the visit together. For large and/or complex sites, arrange in advance with your team member how the responsibilities will be managed.

---

e *Responsibilities for the visit (preparation, agenda development, site visit activities, follow-up, and report-writing) were negotiated with the team member and divided according to the abilities and strengths of each partner.*