# Office Tour Agenda (Template)

**Date:**

| **Time** | **Topic** | **Staff Involved** |
| --- | --- | --- |
| 9:00-9:10 | **Topic:** Welcome and Introductions**Location:** Front desk**Key points:*** Introduce self and office staff, highlighting any long-serving folks
* Connect with guest about local connections (living in a similar part of town, having kids in the same schools, etc)
* Point out any updates in this part of the office (updated locks, new signage for voters, etc)
 | Entire office |
| 9:10-9:30 | **Topic:****Location:****Key points:** |  |
| 9:30-9:50 | **Topic:****Location:****Key points:** |  |
| 9:50-10:10  | **Topic:****Location:****Key points:** |  |
| 10:10-10:30 | **Topic:****Location:****Key points:** |  |
| 10:30-10:50 | **Topic:** Q&A**Location:** Clerk’s desk  |  |
| 10:50-11:00 | Closing |  |

# Use stops on the tour to address key questions

Plan your tour based on what you know of your guest’s interests and concerns. This chart includes a few examples and ideas.

| **What they’re interested in** | **What you may want to show them** |
| --- | --- |
| Security and chain of custody | Chain of custody documentation, ballot boxes/bags and seals, process for checking seals |
| Cybersecurity | Air-gapped machines not connected to the internet |
| Reliability of voting machines | Logic and accuracy testing  |
| Trust in the results | Post-election audit documents and procedures (walk them through the process step by step) |

# Things to consider when planning your tour

* What do you want this public official to experience during this tour? What do you want them to take away from this experience?
* Are there election administration practices that have been undermined in your state? How can you use this tour to combat that information?
* Who do you want to include in this tour? Think about including your team.
* Plan for the Q&A session
	+ Write out questions you’re likely to receive and sample answers.
* How would you like to close out this tour? What next steps could you potentially set up with this public official?
	+ Would you like to grab lunch with them after the tour to interact with them in an informal setting? Schedule a follow up meeting?