

Lay Group Guide

- I. Introduce yourself to the group leader or members
Offer your business card or the DP Engagement card for later follow-up
- II. Welcome group to Discovery Park/Thank them for coming
- III. Ask group leader or member either:
 - A. How they learned about Discovery Park, or
 - B. What they hope to gain from their visit to Discovery Park
(The answer to question a may answer b)
 - C. Then, ask what their time schedule is (and plan accordingly)
- IV. Explain the overall tour plan in a general way:
 - A. Who will speak with the group (for example, are students going to talk about their work at Discovery Park); will you show a video; what buildings will they see; how long will the tour take
 - B. Encourage Questions
- V. Show introductory video or discuss one page handout briefly
-Be sure to provide rationale for Discovery Park--why created and unique features (located in the Overview Talking Points in the first section of notebook)
- VI. Optional--Handout facilities brochure and point to major features of Burton Morgan
-Point out major features of other facilities as walking to buildings, located in the Facilities Brochure
- VII. Tour facilities--keep note of questions
 - A. If you don't know the answer to a question, e-mail the question to Valerie with the name of the group.
 - B. If a question has been asked on more than one tour, e-mail it to Valerie so that we can develop a frequently asked questions sheet.
- VIII. At conclusion--Thank them
- IX. Contact Beth who will e-mail them for feedback on their experience