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