**Detroit Business Opportunity Program**

**Site Visit**

Date of Visit:

Site visit conducted by:

 **BUSINESS INFORMATION:**

Business name:

Business Address:

Business Contact Person:

Business Type:

**VISIT SUMMARY:**

**Please describe the company, space and the conversation had with the business contact.**

Business(s) Approved for certification: Y/N

CRIO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Detroit Business Opportunity Program**

**Site Visits Best Practices-Internal**

Site visits are a great way to introduce yourself and the services and programs offered. It is an opportunity to great dialogue and get to know new businesses and reconnect with older ones.

Site visits are not and should not be transactional. This is not only to obtain a photo of a desk. It is to truly understand and verify the business is in fact operating in Detroit. Please discuss business functions in the city, the time spend, functions in their space ect. The site visit is the last step in the verification process. Please keep in mind we are verifying these business are operational, it is appropriate to ask what work is done in their Detroit location.

Please introduce yourself with your full name and title and have your city ID visible. Bring business cards. Once site visits are complete, please upload the site visit form and photo to the smart sheet titled “Business Certification Site Visit”.

**Conservation prompts**:

*Please tell me more about your business.*

*What is your role within the company? How long have you been at this location?*

*What can DEGC be helping with?*

**Photo**: Please provide a clear photo of the business. Signage is great, as well as wall plaques that verify office suites.

**Observations:** Is the space being used? Are there other employees in the space working? Are the phones ringing? Pay attention to the non-verbals and overall operations that are taking place. An empty rented desk does not demonstrate an operational business within the city.

Please make these notes on the sheet above. The DBOP team will follow up with businesses on their application status.

 If you have any questions, please feel free to reach Amanda Saab 313-224-2111 at any time.

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**Virtual Site Visits COVID-19 Internal Process**

Due to COVID-19 and Governors EO restricting non-essential business practices, site visits will be conducted virtually.

We must call and arrange the time with the business at least one business day in advance. The virtual site visit will be completed using Skype or Zoom. Please ensure the business owner has access to one of these ahead of time.

Please ask to see the outside of the building, verify the address, and conduct the site visit as you typically would.

 -Most staff will be working remotely, so offices will be empty.

 -It is appropriate to ask to see signage on the building, business cards ect.

Work spaces like WeWork and TechTown are closed. We will have to come up with a workaround for this.

Please ask that the business owner provide photos so we can attach them to the site visit form and applicant digital file.

Please be sure to complete the Business Certification Site Visit Smart Sheet (include date the visit was completed.

Thank you!