

# Visit Day Checklist

For the HR manager, office manager or wellbeing coordinator organising the visit.

Use this checklist to make sure everything is in place before, during and after the visit. Our visits are designed to be low-maintenance — this list covers all the bases.

## Before the Visit (1–2 Weeks Prior)

- Confirm the visit date and time with Jo
- Book a private room for the duration of the visit
- Send the internal announcement email to all employees (use our template)
- Include the employee online booking link in the email
- Arrange on-site parking for our company vehicle and confirm with us
- Notify reception / security that a visitor is expected

## The Day Before

- Re-confirm that the organised private room is booked out for the visit
- Ensure Jo has parking or clear arrival instructions
- Check that a point of contact is available on the day

## On the Day — Before Jo Arrives

- Ensure the room is clear and accessible
- Confirm the room has adequate lighting
- Greet Jo on arrival and show her to the room
- Allow approximately 15 minutes for set-up before the first appointment

## On the Day — During the Visit

- Be available as a point of contact for any queries
- Let reception know to direct any walk-in queries to you

## After the Visit

- Share any employee feedback with Jo — it's always appreciated
- Process invoice (if company-funded)
- Confirm date for the next visit if booking quarterly or annually

## What Jo Brings — Nothing for You to Arrange

- ✓ Portable reclining dental chair
- ✓ All clinical instruments and materials
- ✓ Protective equipment
- ✓ Patient record forms
- ✓ Oral hygiene samples and advice materials

## On the Day — Contact Details

**Jo — The Sparkle Fairy**

**07809 436 416**

**[jo@thesparklefairry.co.uk](mailto:jo@thesparklefairry.co.uk)**