**Checklist for Visitors**

*This checklist is meant to provide us with information related to this visit* *that will enable us to prepare a programme that best suits your interests and your needs.*

1. List of Visitor(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name(as per the passport) | Gender | Nationality | Organisation | Designation  | Passport No. | Contact Info |
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1. Purpose of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Areas of Interest:
	* + 1. General: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Which programme/initiative would you like to know more in detail?

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1. Duration of Visit:
	* + 1. Date of arrival in Bangladesh:
			2. Date of departure from Bangladesh:
			3. Dates available for BRAC Visit:
			4. Desired length of visit to BRAC Field Initiative:
			5. In case of a single-day visit, please check the appropriate time:
* Full day (7:00 am to 6:00 pm)
* Half day (7:00 am to 3:00 pm)
1. Services the visitor would like to avail:
	1. Do the visitors have any special dietary requirements?
	2. Do any of the visitors have any medication needs?
	3. Are any of the visitors differently abled?
	4. Do you wish to obtain a BRAC-recommended accommodation facility in Dhaka?
		* \_\_\_\_\_ number of single rooms
		* \_\_\_\_\_ number of double rooms

Check-in date:

Check-out date:

* 1. Do you require transportation from BRAC during the BRAC field visit?
* Yes
* No
	1. Do you require transportation from BRAC during the remainder your stay in Bangladesh?
* Yes
* No
	1. Do you require transportation from another rental agency?
* Yes
* No
	1. For a multiple-day visit, would you be comfortable staying outside Dhaka city?
* Yes
* No
1. Please attach the brief(s) of the visitor(s).
2. Any other information you may wish to provide that would help us make the programme more suitable for you:
3. Reference:

Please remember that while planning trips to Bangladesh offices are closed on Friday and Saturday. A list of other public holidays is available on request.