



## SITE SELECTION CHECKLIST

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This checklist is designed to help determine if a site will be an effective tax site. It includes questions that can easily be forgotten, and that may require follow up.

### Site Questions

Is there a need for a site in this area?  
Is there adequate parking for volunteers and clients?  
Is there adequate lighting in the area?  
Will clients be able to find the site?  
Is there a place for advertising on the site?  
Is the location safe?  
Is there public transportation to the site?  
Is transportation available during hours of operation?  
Will you need to have security from the host?  
Can we get a key for entry to the facility?  
Is this a location that clients will go to?  
Will the host benefit from the tax service?  
Will the host help with promotion?  
Will the host be able to provide volunteers?  
Will hours of operation interfere with host operations?  
Will host have potential clients using their facility?  
Will there be one contact person for all operations at the site?  
Can training be done at the site?  
Is the location familiar to the local residents?  
Does the host have someone who could be site manager?  
Can site phone numbers be published?  
Does site contact person have media contacts?

Are there any additional expenses such as security overtime?

### Operations questions

Will this be a computer or paper site?  
Does the site have computers?  
Are computers adequate to handle the tax programs?  
Will there be a computer tech to work with?  
Can we load programs on their computers?  
Are computers in one room or in separate rooms?  
If site does not have computers can we bring in desktops?  
Will desktops be secure?  
Does the site have printers?  
Does the site have a copier?  
Will the host be charging for use of the copier?  
Do we need to provide paper for the copier?  
Is there storage space available?  
Do we have access to telephones?  
Will there be any other activities during tax preparation?  
Is there a place for a waiting room?  
Are there restrooms available for clients?  
Do we need a key to the restroom?  
Will the site be available for periods beyond posted prep hours?