

## FAP Outreach Project Site Visit Implementation Checklist

Date of Observation: \_\_\_\_\_

Observer Name: \_\_\_\_\_

Installation Name/ID: \_\_\_\_\_

Service Branch: • Army • Navy • Air Force • Marine Corps

Campaign for Observation: • Domestic Violence Awareness • Child Abuse Prevention

\*Please note: This checklist will need to be filled out for each material or event observed. Accessibility and translation for different languages will be an important consideration.

### MATERIALS

Item	Response	Notes
1. Did you observe campaign messages or materials (e.g., posters, flyers, announcements via screen/display/verbal advertisement)?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No [If “No”, skip to item 2]</li> </ul>	
a. What type of material did you observe?	<ul style="list-style-type: none"> <li>• Poster, flyer, or banner</li> <li>• Display</li> <li>• Announcement on a screen or display</li> <li>• Brochure</li> <li>• Other _____</li> </ul>	
b. How would you describe the display of the material? (Check all that apply)	<ul style="list-style-type: none"> <li>• Readily visible</li> <li>• Partially visible</li> <li>• Hidden</li> <li>• Large and eye-catching</li> <li>• Small and difficult to see</li> <li>• Other _____</li> </ul>	

Item	Response	Notes
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c. Where did you observe the material?  
(Check all that apply)

- Installation main gate
- Family Support Centers
- Medical Facilities (Hospital, pharmacy, urgent care)
- Commissary
- Child Development Centers
- Base Exchange
- Childcare Center
- Dental Clinic
- Family Advocacy Program Office
- Gymnasium/Fitness Center
- Library
- Personnel Support Office
- Public restroom
- Welcome/Visitors Center
- Religious facility or place of worship
- Restaurant
- Off-installation \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

*Provide more details here about the location of the material (i.e., foyer, hallway, bulletin board, etc.)*

d. Approximately how many materials did you observe?

- 1 - 5
- 6 - 10
- 11 - 20
- 21+

e. Take a photo of the campaign material.

## EVENTS

Item	Response	Notes
2. Were any campaign events happening when you visited the installation?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No [If “No”, skip to item 3]</li> </ul>	
a. Where did the event occur?	<ul style="list-style-type: none"> <li>• Family Support Centers</li> <li>• Medical Treatment Facilities</li> <li>• Commissary</li> <li>• Base Exchange</li> <li>• Family Advocacy Program Office</li> <li>• Gymnasium/Fitness Center</li> <li>• Library</li> <li>• Personnel Support Office</li> <li>• Welcome/Visitors Center</li> <li>• Other _____</li> </ul>	
b. Describe the events. Include a description of activities, perceived level of engagement, and purpose.		
c. Approximately how many people attended the	<ul style="list-style-type: none"> <li>• 1 to 20</li> </ul>	

event?

- 21-50
- 51 to 100
- 101 to 150
- 151 +

d. Who attended the event? (Select all that apply)

- Service members
- Family members and significant others
- Leadership
- Other \_\_\_\_\_

e. Take a photo of event activities, signage, or advertising materials.

## OTHER

Item	Response	Notes
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<p>3. Did you overhear or have any conversations about the campaigns?</p>	<ul style="list-style-type: none"><li>• Yes</li><li>• No [If "No", skip to item 4]</li></ul>	
<p>a. Describe the content of the conversations.</p>		
<p>4. Is there anything else you observed related to the campaigns that may be helpful? If yes, please describe.</p>		