

## Facility Tour Guide Overview

Below are tips on how to get started when planning a tour. Be sure to request the “Animal Research Facility Tour Guide Packet” which includes detailed information on hosting a tour.

### Making arrangements

Reach out to your Attending Veterinarian and Facilities Manager to see if a tour is possible. We are able to connect you with other institutions that have successfully hosted tours (if your institution has not hosted tours before). If you would like to tour an investigator’s laboratory, reach out to the PI as well. You should do this as early as possible, but no later than one month in advance so everyone has plenty of time to plan for the tour. Below is a sample email template you can work from.

Dear NAME,

I am planning Biomedical Research Awareness Day (BRAD) here at [INSTITUTION], which is a day that celebrates animals in research and the contributions they have made to treatments and cures for both humans and animals. We have several events planned for BRAD on \_\_\_\_\_, and are hoping to incorporate a tour of our research facilities. This tour promotes sharing the truth about animal research, shows participants that these animals are extremely well cared for by so many people, and provides them with a sense of how research with animals is conducted – all of which serve to counter the false, negative images and thoughts about research with animals. The tour would be for up to NUMBER of [students, internal employees, department, etc.] Please let me know if a tour is possible and what information you need from me to make it happen.

Thank you for your consideration,  
YOUR NAME

### Advertising & Planning

You will need to identify what audience will be able to go on the tour, what the maximum number of people allowed is, what information is required from participants, how they will sign up, and you will advertise it.

### Day of the Tour

Ensure you have all required documentation from participants and remind them before the tour starts of your institution's policies (i.e. no photography, cell phones, etc.).

Please email us at [brad@amprogress.org](mailto:brad@amprogress.org) for the full Facility Tour Guide Packet.