

**Name and Phone**

**Position**

Date, Day 1

8:00am – 8:15am Chair Welcome Location

8:15am – 8:30am Break

8:30am ‐ 9:15am Search Committee Location

9:15am – 9:30am Break

9:30am – 10:00am Tour Location

10:00am – 10:15am Break *will escort*

10:15am – 10:45am Key Staff Visit Location

10:45am – 11:00am Break *will escort*

11:00am-12:00pm Meeting Location

Date, Day 2

8:00am – 8:15am Chair Welcome Location

8:15am – 8:30am Break

8:30am ‐ 9:15am Subject Matter Experts Location

9:15am – 9:30am Break

9:30am – 10:00am Tour Location

**Directions:**

**Flight and Hotel Information**:

**Contact Person:**