

 **Name and Phone**

**Position**

**Date, Day 1**

|  |  |  |
| --- | --- | --- |
| 8:00am – 8:15am8:15am – 8:30am8:30am ‐ 9:15am9:15am – 9:30am9:30am – 10:00am10:00am – 10:15am10:15am – 10:45am10:45am – 11:00am11:00am – 12:00pm | Chair Welcome Location |  |
| *Break*  |  |
| Search Committee  | Location |  |
| *Break* |  |
| Tour Location |  |
| *Break will escort* |  |
| Key Staff Visit Location |  |
| *Break will escort*  |  |
| Meeting Location |  |

**Date, Day 2**

|  |  |  |  |
| --- | --- | --- | --- |
| 3:30pm – 4:00pm | Subject matter experts  | Location |  |

**Directions:**

**Flight and Hotel Information**:

**Contact Person:**