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Itinerary *for* {name of candidate}

Candidate for {position title}

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| **Sunday, 2 December 2018** |
| **Time** | **Event**  | **Location** | **Escort** |
| 6pm  | Arrive from {flight information, etc} | Tri-Cities Airport | {Appointed faculty/staff} |
| 6:45 | Check-in at hotel | Carnegie | Reservation # |
| 7pm | Dinner  | {location} | {Appointed faculty/staff} |
| TBD | Return to hotel | Carnegie | {Appointed faculty/staff} |
| **Monday, 3 December 2018** |
| 7:45  | Breakfast | Carnegie/Wellingtons | {Appointed faculty/staff} |
| 9  | Tour of campus/facilities |  | {Appointed faculty/staff} |
| 10 | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| *11* | *Break* |  |  |
| 11:15 | Lunch with faculty/staff/students | Building/Room # | {Appointed faculty/staff} |
| 12:30  | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| 1:30 | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| 2:30  | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| *3:15* | *Break* |  |  |
| 3:30  | Presentation of {lecture, etc} | Building/Room # | {Appointed faculty/staff} |
| 4:15 | Phone call with executive if necessary |  |  |
| *5* | *Break*  |  |  |
| 6:30  | Dinner | {Location} | {Appointed faculty/staff} |
| **Tuesday, 4 December 2018** |
| 7:45  | Breakfast | Carnegie/Wellingtons | {Appointed faculty/staff} |
| 9  | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| 10 | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| *11* | *Break* |  |  |
| 11:15 | Lunch with faculty/staff/students | Building/Room # | {Appointed faculty/staff} |
| 12:30  | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| 1:30 | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| 2:30  | Meet with {faculty/staff} | Building/Room # | {Appointed faculty/staff} |
| 3 | Check-out of hotel | Carnegie |  |
| 3:30  | Tour of area if desired |  |  |
| 5 | Depart from Tri-Cities {flight info} | Tri-Cities Airport | {Appointed faculty/staff} |