**EXAMPLE OF DAY AND A HALF CAMPUS VISIT**

**Dr. Jane Doe
Candidate, Search Name/ Search Number Here**

**Date**

**Day of the week, Date**

11:15 – 11:45 p.m. Taxi from airport to Heller

*Name of Taxi Service*

*Phone #*

11:45 – 12:00 p.m. Welcome

*Building* Chair of Search Committee, Title

*Rm #*

12:00 - 1:00 p.m. Lunch

*Location* Chair, Title

*(Faculty Club)*  Other Individuals

*Reservations for*

1:15-2:15 p.m. Student Advisory Committee

*Room*  Student name, Degree candidate

*Rm #*

2:15 -2:30 p.m. Break

*Building*

*Rm #*

2:30 -3:15 p.m. Meeting with the Dean

*Schneider* Dean

*Rm 115*

3:30 -4:15 p.m. Meeting with Heller Faculty

*Building*

*Rm #*

4:15 – 4:30 p.m. *Drive to Provost’s Office (Name of individual Driving)*

4:30 -5:00 p.m. Meeting with Provost

*Building*

*Rm*

5:15 – 6:00 p.m. Drive to hotel for break/check-in

*Hotel Address* Chair of Search, Title

*Confirmation Number*

6:30 Dinner with Search Committee

*Address of* **Restaurant Name Phone Number***Restaurant* Search Committee Members*Reservation for
“Chair’s Name”*

**Next Day**

8:45 a.m. Pick up at Hotel

 *Name of person picking up candidate, usually the Chair*

9:00 – 10:00 a.m. Meeting with Institute & Education Program Directors

*Room*  Name, Title (of Institute members)

*Rm #*

10:00 – 11:00 a.m. Meeting with Search Committee

*Room*  Name, Title

*Rm #*

11:00 – 12:00 p.m. Break/Prepare for Lecture (lunch will be provided)

*Room*

*Rm #*

12:00 – 1:30 p.m. Lecture: “Title of Lecture”

*Room*

*Rm #*

1:45 – 2:00 p.m. Wrap-up and Departure

*Room*  Name, Title

*Rm #*

2:00 p.m.Taxi to airport