

Sample Site Itinerary

Wednesday, <Month Day>

5:30 The Blackwell Inn	Dinner	Committee Welcome and Process Overview Committee, Program Coordinator
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Thursday, <Month Day>

7:45 – 8:45 The Blackwell Inn	Breakfast	Welcome Breakfast - Director, AVP and Program Review Coordinator
9 – 9:50	Morning Session 1	Tour
10 – 10:50	Morning Session 2	Unit Staff 1
11 – Noon	Morning Session 3	Unit Staff 2
12:30 – 12:50 Ohio Union, Sloopy's Diner	Lunch	Committee only
1 – 1:50	Afternoon Session 1	Key Partners, 1
2 – 2:50	Afternoon Session 2	Key Partners, 2
3 – 3:50	Afternoon Session 3	SL Marketing, CSSL, SL Fiscal and/or Ohio State HR
4 – 4:50	Afternoon Session 4	Student constituents
	Break	
6 The Blackwell Inn	Dinner	Committee only

Friday, <Month Day>

8 – 8:45 The Blackwell Inn	Breakfast	Committee only
9 – 9:50	Morning Session 1	Unit Director (or Unit Director, AVP)
10 – 10:50	Morning Session 2	SVP
11 – 11:50	Morning Session 3	Committee Meeting
Noon – 1:15 Ohio Union, Sloopy's Diner	Lunch	Committee Meeting
1:30 – 2	Afternoon Session 1	Preliminary Report - AVP
2 – 2:30 Ohio Union, Barbie Tootle Room (3rd Floor)	Afternoon Session 1	Preliminary Report - AVP, Unit Director
2:30 – 3 Ohio Union, Barbie Tootle Room (3rd Floor)	Afternoon Session 2	Preliminary Report - AVP, Unit Director, Staff
3 – 4		Wrap-up, Travel - Committee, Program Review Coordinator