|  |  |
| --- | --- |
| [Day, Date, Year] | |
| **[Time]**  [Location] | **Breakfast [Restaurant Name and Location]**  *Attendees*:  *[Name] will meet [external consultant name] at [hotel] at [time] and will escort [him or her] to the [specify next meeting].* |
| **9:00 a.m. – 10:00 a.m.**  [Location] | **Meeting With the Graduate Dean** (if program has a graduate component)  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to next meeting* |
| **10:00 a.m. – 11:00 a.m.**  [Location] | **Meeting With the Provost**  [Name and title or list of attendees]*[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting With Faculty Members**  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to lunch* |
| **[Time]**  [Location] | **Lunch, [Restaurant Name and Location]**  *Attendees*:  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Department Tour / Campus Tour**  *Attendees:*  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting With Chairperson or Director**  [Name and title or list of attendees] *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting With Graduate Students**  [Name and title or list of attendees] *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting With Undergraduate Students**  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Dinner [Restaurant Name and Location]**  *Attendees*: Program Review Committee Members for first day debrief meeting *[Name] will escort [External Consultant Name] to [Hotel Name]* |

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| [Day, Date, Year] | |
| **[Time]**  [Location] | **Breakfast [Restaurant Name and Location]**  *Attendees*:  *[name] will meet [external consultant name] at [hotel] at [time] and will escort [him or her] to the [specify next meeting].* |
| **[Time]**  [Location] | **Meeting With the College Dean and Associate Dean**  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting (TBD)**  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to lunch* |
| **[Time]**  [Location] | **Lunch, [Restaurant Name and Location]**  *Attendees*:  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Visit to External Agencies or Other Collaborative Internal Units**  [Name and title or list of attendees] *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting (TBD)**  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting (TBD)**  [Name and title or list of attendees]  *[Name] will escort [External Consultant Name] to next meeting* |
| **[Time]**  [Location] | **Meeting: Debrief With Program Review Committee Members**  *Attendees:*  *[Name] will escort [External Consultant Name] to next location* |
| **[Time]** | **Depart Stanislaus State University**  [Specify transportation to airport and with whom, if applicable] |

**Hotel Information**

[Name, address, phone number, fax number]

**[Name] Restaurant**   
[Name, address, phone number, fax number]

**[Name] Restaurant**

[Name, address, phone number, fax number]

**Stanislaus State University**

One University Circle

Turlock, CA 95382

**Contact Information**

[Name, address, phone number, fax number]

**Program Review Committee Members**

[Name, Department or Program]

[Name, Department or Program]

[Name, Department or Program]

[Name, Department or Program]