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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].* |
| **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]