

ITINERARY FORM  
Department President Visits

**OFFICIAL INVITATION ALONG WITH THIS FORM IS COMPLETED BY UNIT/DIST./DIV.**

**AND SENT DIRECTLY TO DEPARTMENT PRESIDENT and Secretary **Unit/****

**Dist/Div:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Arrival**

Latest Required Arrival Time: \_\_\_\_\_

Distance/Drive Time from Hotel to First Event Location: \_\_\_\_\_

Earliest Departure Time: \_\_\_\_\_

Distance/Drive Time from Last Event Location to Hotel: \_\_\_\_\_

**Point of Contact**

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Hotel**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Schedule of Events**

The following pages ask for specific details of regarding the visit agenda. Please list events in date order and include information on all: meetings, receptions, meals, etc. Be sure to indicate Dress Code and a description for each activity. If requesting the President to speak, please list length of time (ex. 5 mins) and topic (ex. Membership).

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

**DRESS CODE:** (CASUAL, BUSINESS CASUAL, PROFESSIONAL, OTHER) \_\_\_\_\_

**President ASKED TO SPEAK?** (place "x" in appropriate box)  **Yes**  **No**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

**DRESS CODE:** (CASUAL, BUSINESS CASUAL, PROFESSIONAL, OTHER) \_\_\_\_\_

**President ASKED TO SPEAK?** (place "x" in appropriate box)  **Yes**  **No**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

**DRESS CODE:** (CASUAL, BUSINESS CASUAL, PROFESSIONAL, OTHER) \_\_\_\_\_

**President ASKED TO SPEAK?** (place "x" in appropriate box)  **Yes**  **No**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

**DRESS CODE:** (CASUAL, BUSINESS CASUAL, PROFESSIONAL, OTHER) \_\_\_\_\_

**President ASKED TO SPEAK?** (place "x" in appropriate box)  **Yes**  **No**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

**DRESS CODE:** (CASUAL, BUSINESS CASUAL, PROFESSIONAL, OTHER) \_\_\_\_\_

**President ASKED TO SPEAK?** (place "x" in appropriate box)  **Yes**  **No**