



**Itinerary for [NAME OF APPLICANT]
[NAME OF DEPARTMENT]
[DATE]**

Name of Hotel:

Address:

Phone Number:

Link to Hotel Website:

Confirmation # _____ (direct billed to JMU for room only)

Thursday, January 14

| | | |
|--------|------------------------------|----------|
| 6:00pm | Dinner with Search committee | Location |
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Friday, January 15:

| | | |
|-------------|--|-----------------|
| 7:45am | Pick up from hotel; meet in hotel lobby (Name and Title of the Person Picking Up the Candidate) | |
| 8:00-9:00 | Breakfast with Department Head | Location |
| 9:15-10:15 | Meet with Faculty | Building / Room |
| 10:15-10:45 | Meet with (TBD by Search Chair) | Building / Room |
| 11:00-12:30 | Lunch with students | MADISON GRILL |
| 12:30-1:00 | Break before colloquium | |
| 1:00-2:00 | COLLOQUIUM | Building / Room |
| 2:15-2:45 | Tour of Department (Name of Person Providing the Tour) | |
| 2:45-3:45 | Tour of campus (Name of Person Providing the Tour) | |
| 4:00-4:30 | Meet with Dean, _____ | Building / Room |

| | | |
|-----------|-------------------------------------|-----------------|
| 4:45-5:45 | Exit Interview with Department Head | Building / Room |
| 6:00 | Dinner with faculty | TBA |

Saturday, January 16

Hotel check-out