

# COMMITTEE VISIT SCHEDULE

## WITH FOOD

All times are tentative depending upon committee's needs.

Holiday Inn Catering

JMU Catering

Other

Staff Food

Committee Food

<b>APRIL 1</b>	Staff Set Up/Work 1:00-5:00pm	Taylor 311	Snacks for Staff- snack mix, gold fish, cookies, coffee, water, hot water/tea, soft drinks
<b>Late afternoon, evening</b>	Committee members arrive	Holiday Inn Harrisonburg	Holiday Inn Restaurant open 5:00-10:00 pm. Room service available until 9:30 pm.
<b>7:00 p.m.</b>	Driver available to take guests to dinner	Holiday Inn Lobby	Blake will be available to drive members to local restaurants if they desire.

<b>APRIL 2 (DAY 1)</b>	All day- 7:30 am-6:00 pm	Monroe Room, Holiday Inn	All day beverage station- hot tea, coffee, iced tea, soda (coke products), crystal
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			light, juices (grape, orange, apple, cranberry, vegetable)
	Staff Set Up/Work 8:00-12:30	Taylor 311	pretzels, trail mix, fruit, coffee, water, hot water/tea, soft drinks
<b>7:30-9:00 a.m.</b>	Breakfast available	Monroe Room, Holiday Inn	Breakfast Buffet- Scrambled eggs, bacon, sausage, skillet brown potatoes, bagel & cheese, yogurt bar, cereals and milk, coffee, orange juice, water, hot water for tea
<b>12:00-2:00 p.m.</b>	Committee Orientation Meeting, Lunch	Harrison Room, Holiday Inn, food set up in Monroe room	Sandwich buffet- sliced roast beef, ham, turkey, American, swiss, provolone cheese, wheat and white bread, pickels, potato salad, cole slaw, tossed salad, chips, dessert, coffee, tea, water
	12:30-5:00 staff snacks/interviewees	Taylor 311	pretzels, trail mix, fruit, coffee, water, hot water/tea, soft drinks
<b>2:10 p.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall	
<b>2:30-3:00 p.m.</b>	Opening Meeting	Taylor Hall Room 405	Vegetable display,

			dips and chips, mini-cookies, coffee, water, hot water/tea, iced tea
<b>3:00-4:00 p.m.</b>	Committee Meeting with QEP Leadership	Taylor Hall Room 405	same as above
<b>4:00-5:00 p.m.</b>	Committee review/interviews on campus	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402	Snacks (outside Taylor 306) - fruit display, cheese and cracker display, dessert bars, coffee, hot water/tea, soft drinks, bottled water
<b>5:00 p.m.</b>	Committee Travel to Hotel	Transportation departs from Taylor Hall, arrives at Holiday Inn Lobby	
<b>5:30 p.m.</b>	Committee Meeting	Harrison Room, Holiday Inn	All day beverage service as above, snacks (check on when fruit display taken away)
<b>6:10 p.m.</b>	Committee Travel to Dinner	Transportation departs from Holiday Inn Lobby, arrives at restaurant	The Chop House
<b>6:30 p.m.</b>	Private Committee Dinner	The Chop House	The Chop House

<b>APRIL 3 (DAY 2)</b>	All day- 7:30 am-6:00 pm	Monroe Room, Holiday Inn	All day beverage station- hot tea, coffee, iced tea, soda (coke products), crystal light, juices (grape, orange, apple, cranberry,
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			vegetable)
<b>6:30-8:00 a.m.</b>	Breakfast available	Monroe Room, Holiday Inn	Breakfast Buffet- Fresh fruit, scrambled eggs, bacon, sausage, skillet brown potatoes, bagel & cheese, yogurt bar, cereals and milk, coffee, orange juice, water, hot water for tea
	Staff/Interviewees 8:00- 12:00	Taylor 311	snack mix, danish, muffins, croissants, fruit display, coffee, hot water/tea, water
<b>8:10 a.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall	Committee Work Room (starting at 8:00 am) outside Taylor 306- cinnamon rolls, fruit tray with dip, mixed nuts, coffee, hot water/tea, soft drinks, bottled juice, bottled water
<b>8:30 a.m.</b>	QEP Focus Groups, Interviews	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402	same as above
<b>12:15-1:30 p.m.</b>	Luncheon #1 Governing Board JMU BOV	Taylor Hall Room 303	served or upscale buffet lunch
<b>12:15-1:30 p.m.</b>	Luncheon #2 Students QEP	Taylor Hall Room 404	served or upscale buffet lunch
<b>12:15-1:30 p.m.</b>	Luncheon #3 Faculty QEP	Taylor Hall Room 405	served or upscale

			buffet lunch
	staff lunch ready at 12:15	Taylor 311	boxed sandwich lunches w/ salad, chips, cookie, beverage, sodas
	staff/interviewees 1:00-5:00	Taylor 311	gold fish, finger sandwiches, dessert bars, coffee, hot water/tea, water, soft drinks
<b>1:30-3:00 p.m.</b>	Committee members continue reviews/interviews on campus (if necessary)	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402	Committee food outside Taylor 306 - trail mix, gold fish, cilantro chicken salad phyllo cup, fruit skewers, coffee, hot water/tea, soft drinks, bottled water
<b>3:00 p.m.</b>	Committee Travel to Hotel	Transportation departs from Taylor Hall, arrives at Holiday Inn Lobby	Snacks- Vegetable crudité, fresh vegetables with dip, brownies
<b>3:20-4:30 p.m.</b>	Committee individual work time	Holiday Inn	snacks (as above)
<b>4:30-6:00 p.m.</b>	Committee meets to discuss findings,	Harrison Room, Holiday Inn	snacks (as above)
<b>6:10 p.m.</b>	Committee Travel to Dinner	Transportation departs from Holiday Inn Lobby, arrives at restaurant	L'Italia
<b>6:30 p.m.</b>	Private Dinner	L'Italia	L'Italia

<b>APRIL 4 (DAY 3)</b>	All day- 7:30 am-6:00 pm	Monroe Room, Holiday Inn	All day beverage station- hot tea, coffee, iced tea, soda (coke products), crystal light, juices (grape, orange, apple, cranberry, vegetable)
<b>6:30-8:00 a.m.</b>	Breakfast available	Monroe Room, Holiday Inn	Breakfast Buffet- Fresh fruit, scrambled eggs, bacon, sausage, skillet brown potatoes, bagel & cheese, yogurt bar, cereals and milk, coffee, orange juice, water, hot water for tea
	Staff 8:00-11:30	Tylor 311	trail mix, Danish, muffins, croissants, fruit w/ dip, coffee, hot water/tea, water, soft drinks
<b>8:10 a.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall	Continental Breakfast- pastries, bagels, cream cheese, fruit tray, yogurt parfaits, bottled juice, coffee
<b>8:30-9:00 a.m.</b>	██████████ ██████████ Meet with President Alger	Taylor Hall Room 303	as above
<b>9:00-10:00 a.m.</b>	Exit Conference	Taylor Hall Room 405	as above
<b>10:00-10:30 a.m.</b>	Boxed Lunch Available (packed for traveling)	Taylor Hall Room 404	sandwich boxed lunch w/ salad,

			chips, cookie, beverage (soda or water)
	Staff/helpers 11:30-5:00	Taylor 311	chips, dip, cookies, wraps platter, vegetable tray, coffee, hot water/tea, water, soft drinks
<b>DEPARTURES</b>			
<b>10:00 a.m. (or when guests are ready)</b>	Transportation to Charlottesville Airport (for early flights)	Transportation departs from Taylor Hall	
<b>10:30 a.m.</b>	Transportation to Hotel (for any not leaving directly for CHO)	Transportation departs from Taylor Hall	
<b>10:30 a.m.</b>	Transportation to Dulles Airport	Transportation departs from Taylor Hall	
<b>1:30 p.m.</b>	Transportation to Charlottesville Airport (for later flights)	Transportation departs from Holiday Inn Lobby	