

Company: \_\_\_\_\_ DATE: MM / DD / YYYY

## Contact Information

### On-site Contact

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### Primary Contact

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## Checklist

- |                                              |                                                    |
|----------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Information Session | <input type="checkbox"/> Meals                     |
| <input type="checkbox"/> Class Visit         | <input type="checkbox"/> Catering                  |
| <input type="checkbox"/> Club Meeting        | <input type="checkbox"/> Meeting with Dean/faculty |
| <input type="checkbox"/> Guest Lecture       | <input type="checkbox"/> Campus Tour               |
| <input type="checkbox"/> Tech Talk           | <input type="checkbox"/> On-Campus Interviews      |
| <input type="checkbox"/> Panel Discussion    | <input type="checkbox"/> Job Fair                  |
| <input type="checkbox"/> _____               | <input type="checkbox"/> _____                     |

## Campus Highlights / Tours

- |                                                                                |                                                                                 |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Meet the Dean<br>GUIDE _____ START _____ END _____    | <input type="checkbox"/> Sciences Building<br>GUIDE _____ START _____ END _____ |
| <input type="checkbox"/> CHBS Building<br>GUIDE _____ START _____ END _____    | <input type="checkbox"/> Kyle Hall<br>GUIDE _____ START _____ END _____         |
| <input type="checkbox"/> Planetarium Show<br>GUIDE _____ START _____ END _____ | <input type="checkbox"/> _____<br>_____<br>GUIDE _____ START _____ END _____    |
| <input type="checkbox"/> _____<br>_____<br>GUIDE _____ START _____ END _____   | <input type="checkbox"/> _____<br>_____<br>GUIDE _____ START _____ END _____    |

### FACULTY HOST

### COMPANY VISITORS

### FACILITIES ACCESS

### Parking

- Parking Pass \_\_\_\_\_ # of passes  
 Reserve Parking Space \_\_\_\_\_ # of spaces

GREETER \_\_\_\_\_ WHERE \_\_\_\_\_ WHEN \_\_\_\_\_

### STUDENT HOST

### Notify

- David Horton - PR  Post Event on Website  
 Post David Horton

