VISITOR CHECKLIST Radford University Department of Information Technology

Company:			DATE: MM / DD / YYYY	
Contact Information				
On-site Contact		Primary Contact		
FIRST NAME LAST NAI	MF	FIRST NAME	LAST NAME	
STREET	CITY	STREET	CITY	
STATE ZIP PHONE	EMAIL		ZIP PHONE EMAIL	
Checklist	EIVIAIL	STATE Z	ZIF FRONE EMAIL	
Information Session	Meals			
Class Visit	Catering		FACULTY HOST	
Club Meeting	Meeting with Dean/f	aculty		
Guest Lecture	Campus Tour	,		
☐ Tech Talk	On-Campus Interview	MC		
Panel Discussion		V S		
Patier discussion	Job Fair		COMPANY VISITORS	
Ш	Ш			
Campus Highlights / Tours FACILITIES ACCESS				
Meet the Dean	Sciences Building		TACILITIES ACCESS	
GUIDE START END	GUIDE START E	ND	Parking	
CHBS Building	Kyle Hall		Parking Pass # of passes	
GUIDE START END		ND	Reserve Parking Space # of spaces	
Planetarium Show			I I Greeter where when	
GUIDE START END			STUDENT HOST	
	GUIDE START E	ND		
П	П		Notify	
			David Horton - PR Post Event on Website	
GUIDE START END	GUIDE START E	ND	Post David Horton	

VISITOR ITINERARY Radford University Department of Information Technology

Time	Location	Activity