NCCU Office of Institutional Advancement
Checklist for Corporate, Foundation and VIP Campus Visits

(Form should be completed by the individual/department responsible for planning the visit)

<table>
<thead>
<tr>
<th>Itinerary for: __________________________</th>
<th>Meeting Date/Time________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Company: __________________________</td>
<td></td>
</tr>
<tr>
<td>Office #: __________________</td>
<td>Cell #: __________________</td>
</tr>
<tr>
<td></td>
<td>Home #: __________________</td>
</tr>
<tr>
<td>Email: __________________</td>
<td></td>
</tr>
<tr>
<td>Assistant’s Name: __________________</td>
<td>Asst.’s Contact info: __________________</td>
</tr>
</tbody>
</table>

Meeting/Event Title ____________________________
Meeting/Event Location (Bldg/Room) ____________________________
Parking has been reserved at: ____________________________

NCCU Primary Contact/Host ____________________________
Office #: __________________             | Cell #: __________________               |
| Home #: __________________             | Email: __________________              |

Other NCCU Faculty/staff* involved: ____________________________
*All faculty and staff involved should be briefed in advance.

Travel Plans
Arrival Date: ____________________________ Time: ____________________________
Flight Information (airport, airline, flight number) ____________________________
If accompanied by spouse, spouse’s name: ____________________________
Will be met by: ____________________________ Meeting Place/Time: ____________________________
Departure Date: ____________________________ Time: ____________________________
Flight Information (airport, airline, flight number) ____________________________
Escorted by: ____________________________ Departure Time/Place: ____________________________

Accommodations
Hotel: ____________________________ Reservation #: ____________________________
Address: ____________________________ Phone: ____________________________
Reservation dates: ____________________________
Reservation made by: ____________________________

NCCU Emergency Contact Information:
Office of Institutional Advancement    (919) 530-6151
Public Relations                 (919) 530-6295
NCCU Police                        (919) 530-6106