

**SCHEDULE FOR OFFICIAL VISIT  
OF A COLLEGIATE OR ALUMNAE CHAPTER**

DATE: \_\_\_\_\_ CHAPTER: \_\_\_\_\_

PROVINCE: \_\_\_\_\_

To be filled out in duplicate by the president as soon as possible after definite dates for visit have been decided. Read carefully all instructions in Chapter Procedures Manual under "Official Visits" and any additional suggestions sent by Visiting Officer. Send one copy to the Province Officer. Keep one copy in President's Notebook.

**OFFICER'S ARRIVAL:**

Mode of Travel: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Airline \_\_\_\_\_ Flight \_\_\_\_\_

**OFFICER'S DEPARTURE:**

Mode of Travel: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Airline \_\_\_\_\_ Flight \_\_\_\_\_

**LODGING:** Hotel or Residence Hall where reservation for room has been made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE ( ) \_\_\_\_\_

Name reservation is under: \_\_\_\_\_

*Visit to Collegiate Chapter*  
**NAME AND ADDRESS OF CHAPTER  
PRESIDENT AT SCHOOL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE ( ) \_\_\_\_\_

e-mail: \_\_\_\_\_

**MUSIC SCHOOL LOCATION  
(Please give parking instructions):**

Building \_\_\_\_\_

Address \_\_\_\_\_

Telephone Numbers:

Music Department ( ) \_\_\_\_\_

Director of Music ( ) \_\_\_\_\_

Chairman of Advisory Committee or Chapter Advisor:

\_\_\_\_\_  
Telephone Numbers:

Work ( ) \_\_\_\_\_

Home ( ) \_\_\_\_\_

*Visit to Alumnae Chapter*  
**NAME AND ADDRESS OF  
ALUMNAE PRESIDENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE ( ) \_\_\_\_\_

e-mail: \_\_\_\_\_

Where is Alumnae Chapter Meeting to be held?

\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

**SCHEDULE OF EVENTS:** State these in chronological order, starting with first conference after officer's arrival. List each separately, filling in all requested information. For all social events, state whether dress is formal or casual.

DATE	TIME	MEETING WITH (INCLUDE TITLE)	LOCATION	DRESS

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