



VIP Itinerary & Checklist

Itinerary for

Title/Affiliation: _____

Assistant's Name: _____

Office: _____ Cell: _____ Home: _____

Fax: _____ E-mail: _____

Event Title _____

Date/Time _____

Institutional Contact _____

Office: _____ Cell: _____ Home: _____

Fax: _____ E-mail: _____

Travel Plans

Arrival Date: _____ Time: _____

Flight Information (airport, airline, flight number) _____

Accompanied by spouse? _____ Spouse's Name: _____

Met by: _____ Meeting Place/Time: _____

Departure Date: _____ Time: _____

Flight Information (airport, airline, flight number) _____

Escorted by: _____ Departure Time/Place: _____

Accommodations

Hotel: _____

Address: _____

Phone: _____

Reservation Dates: _____

Emergency Contacts

Knox College Security (309) 341-7979
Dean of the College (309) 341-7216

Office of Communications (309) 341-7337
Student Development (309) 341-7863