SITE VISIT DATES REQUEST AND LODGING RECOMMENDATION FORM

Please fill in the information below and return this form to the Executive Office within 14 days.

CoARC Program ID#: 
Institution name: 
Street Address: 
City: State: Zip: 

Convenient Airport(s): 
Distance from Airport(s) to Campus (one-way, in miles): 

Name of Primary Contact for Program: 
Position: 
Email: 
Work Phone: 
In case of emergency or abrupt change in travel plans, please call: 

Please provide in the section below preferred dates for the site visit. These dates should be for either Monday/Tuesday or Thursday/Friday visits, and the dates selected should be from 3 - 5 months from the date of receipt of this form. For example, if you received this form on July 15, then the dates available would be from October 15 through December 15. Please make sure not to select dates that fall on a major holiday. Key Personnel and all matriculating students are required to be present for at least a portion of the visit (Refer to Site Visit Agenda).

Site Visit dates (MM/DD/YYYY) - 1st choice: 
Site Visit dates (MM/DD/YYYY) - 2nd choice: 
Site Visit dates (MM/DD/YYYY) - 3rd choice: 
Site Visit dates (MM/DD/YYYY) - 4th choice: 

Also, please provide three recommendations for a suitable hotel. Recommended hotels should be economical, clean and safe, and reasonably close to the program site. There should be a restaurant either in the hotel or within walking distance, if possible. Note: The Team Captain will make hotel reservations with assistance from the Program Director when necessary.

<table>
<thead>
<tr>
<th>Hotel Name, Address, Phone #, and website URL</th>
<th>Distance from Program (one-way in miles)</th>
<th>AAA rating</th>
<th>Room Cost/night</th>
<th>Has Restaurant? (Y or N)</th>
<th>Airport Shuttle Service (Y or N)</th>
<th>Does the College receive a special rate? (Y or N)</th>
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If there are any questions, please contact Bonnie Marrs at the Executive Office at (817) 283-2835.