Leader(s): School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **NEED** | **NOTES** | **ACTION** |
| --- | --- | --- |
| **Step 1: Determine the PSI**Name:Type (Career Tech, 2-Year, 4-Year):Location:Group Tour Cap Number:Contact Information:  |  |  |
| **Step 2: Date and Time**Date:Arrival Time:Departure Time: |  |  |
| **Step 3: Logistics**Number of Students:Number of Chaperones:Number of Buses:Accommodations: |  |  |
| **Step 4: Lunch Needs**Cafeteria at PSI:Box Lunches:Outside Fast Food:Student Brought: |  |  |
| **Step 5: Other PSI information**How to Schedule a Tour:Admissions Presentation Option:PSI Student Count Cap:Virtual Option: Itinerary Information:Special Dates from PSI: |  |  |

| **NOTES** |
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