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** |
| --- |
|  |