ITINERARY

Use the table below to enter a detailed day-by-day schedule. It is important to consider and include as much information as possible, as this will help guide one of the next steps of the proposal process - your budget. Feel free to add or subtract rows as needed and use the following guidelines to format your itineraries (refer to the example below):

- Activities
- Meetings/Discussions/Lectures
- Travel
- Advance purchase
- Free time
- Official Start/End

Choose the:
- **Official start** time and location (usually at the hotel/hostel) where the group will gather to discuss course expectations and cover the items on your On-Ground Checklist.
- **Official end** time and location– typically the final checkout time for the hotel/hostel or when everyone has been dropped off at the airport. Plan for at least one faculty/staff member to leave at the latest possible time, so they can be a support contact if an emergency happens.

Day/Date	Time	Schedule
Example Day 1 Wed. 5/29	a.m.	9:00 am- 10:00 am Students arrive at Rome airport (FCO) > Official Start: 10:15 am- group meets to board bus at FCO *10:30 am- Bus departs FCO - group travel to Umbria* 12:30 pm- Estimated arrival in Montecastello di Vibio, Umbria
	p.m.	Check-in to accommodation 3:00 pm- 4:30 pm Group meeting/on-ground orientation Free time to get settled in *6:00 pm- Group travel via public bus to restaurant for group dinner* 7:00 pm- First group dinner at local restaurant (mandatory) *9:00 pm- Group travel via public bus back to accommodation* Rest of evening free

Day 1	a.m.	> Official Start:
	p.m.	
Day 2	a.m.	
	p.m.	
Day 3	a.m.	
	p.m.	

Day 4	a.m.	
	p.m.	
Day 5	a.m.	
	p.m.	
Day 6	a.m.	
	p.m.	
Day 7	a.m.	
	p.m.	
Day 8	a.m.	
	p.m.	
Day 9	a.m.	
	p.m.	
Day 10	a.m.	
	p.m.	
Day 11	a.m.	
	p.m.	
Day 12	a.m.	

	p.m.	
Day 13	a.m.	
	p.m.	
Day 14	a.m.	
	p.m.	
Day 15	a.m.	
	p.m.	
Day 16	a.m.	
	p.m.	
Day 17	a.m.	
	p.m.	
Day 18	a.m.	
	p.m.	
Day 19	a.m.	
	p.m.	
Day 20	a.m.	
	p.m.	

Day 21	a.m.	
	p.m.	

Mapping exercise

Once the day-by-day itinerary is set, use Google "My Maps" to pinpoint the day. This can help visualize your route and could help in planning decisions. You may want to re-adjust your activities to help minimize travel, which could potentially reduce student cost.

Tutorial: http://www.youtube.com/watch?v=TftFnot5uXw