**SAMPLE VISIT SCHEDULE**

**[LOGO]**

**VISIT SCHEDULE**

**[Senator and/or Representative, other elected official, plus first and last name (party), District #] (i.e. Senator John Doe (R) IN05)]**

***If there are multiple list them as follows: Sens. Doe (R) IN05, Smith (D) IN10 and Reps. St. Nick (R) IN89 and Lincoln (D) IN14***

**DATE**

 **8:00 a.m. Greetings and Introductions**

 **8:10 a.m. Tour of Facility**

 **(***include activities room while in use, dining room, etc.)*

 **8:45 a.m. Meet with Residents, Family, Staff, Board**

 **9:15 a.m. Exchange of Contact Information, Provide Handouts and adjourn**