**[TYPE OF DOCUMENT]**

**[Name of document, for whom, and for what event]**

**[Dates, starting date to ending date, including travel dates]**

**[First day of Itinerary]**

|  |  |  |
| --- | --- | --- |
| **Time** | **Details** | **Any Additional Information** |
| List times of each individual activity | List each individual activity  Contact information  IE: Hotel Check-In:  Hotel Name  Directions/major intersection at CF Toronto  Reservation details:  Reserved 2 Double Beds, Guest Room  Any confirmation/cancellation numbers | [cos,t special instructions, etc.]  [Room numbers or Conference room Names, etc.] |

**Repeat for each day and each activity:**

**Include travel, mode of travel, contact numbers, confirmation/cancellation numbers, room numbers, conference room names, level ie: Mezzanine, name of session/workshop, networking event, social event, etc.**