**INFORMATION SUMMARY SHEET**

**REGARDING THE SITE VISIT EVALUATION**

***ACCREDITATION VISIT (*** Choose an item.***)***

|  |  |
| --- | --- |
| **NAME OF PROGRAM:** | Click or tap here to enter text. |
| **SPONSORING INSTITUTION:** | Click or tap here to enter text. |
| **PROGRAM ADDRESS:** | Click or tap here to enter text. |
| **PROGRAM TELEPHONE NUMBER:** | Click or tap here to enter text. |
| **PROGRAM FAX NUMBER:** | Click or tap here to enter text. |
| **ONSITE PHONE NUMBER FOR RECEIVING MESSAGES:** | Name: Click or tap here to enter text.  Phone Number: Click or tap here to enter text. |
| **PROGRAM DIRECTOR:** | Click or tap here to enter text. |
| **PROGRAM DIRECTOR  EMAIL:** | Click or tap here to enter text. |
| **PROGRAM DIRECTOR  DIRECT PHONE NUMBER:** | Click or tap here to enter text. |
| **PROGRAM DIRECTOR  EMERGENCY CONTACT NUMBER:** | Click or tap here to enter text. |
| **SITE VISIT DATES:** | Click or tap here to enter text. |
| **SITE VISIT TEAM CHAIR:**  **(name, email and cell phone)** | To be completed by ARC-PA staff  Click or tap here to enter text. |
| **SITE VISIT TEAM MEMBER(S):**  **(name, email and cell phone)** | To be completed by ARC-PA staff  Click or tap here to enter text. |
| **HOTEL RESERVATIONS:** | Hotel reservations are made by the program with a guarantee for late arrival. |
| **NAME OF HOTEL:** | Click or tap here to enter text. |
| **ADDRESS:** | Click or tap here to enter text. |
| **PHONE NUMBER:** | Click or tap here to enter text. |
| **WEBSITE:** | Click or tap here to enter text. |
| **CONFIRMATION NUMBERS:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **TRAVEL ARRANGEMENTS:** |  |
| Site visitors can fly into Insert name Airport (Insert airport code) which is enter number miles from the program.  All flights must be booked no closer than 30 days in advance of your departure date unless there are extenuating circumstances. Site visitors are required to use Navan travel site when booking prepaid travel for ARC-PA business. The website is: <https://navan.com/> | |