

**Worksheet for Scheduling Site Visit Interviews**

Public reporting burden of this collection of information is estimated to average five hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: OMB 0920-XXXX

**These scheduling worksheets are samples only and represents preferred time frames. Please feel free to adapt them to best meet the schedules of individuals/ groups we hope to interview while on site. Please let us know if travel from one location to another is required and build sufficient time into the schedule so that we can make it to each location with sufficient time.**

**Thank you!**

Day 1:	<Date>	<Location (i.e. building, room #)>
<b>M o r n i n g</b>		
Time Slot	Interviewee(s)/ Role/ Contact Information	Special Notes/ Relevant Discussion Guide
7:30 – 8: 00 am		
8:00 – 10:00 am		
10:00 – 10:15 am	Break	
10:15 – 11:00 am		
11:00 – 12:00 am		
12:00 – 1:00	Lunch	
<b>A f t e r n o o n</b>		
1:00 – 2:00 pm		
2:00- 3:00 pm		
3:00 – 3:15 pm	Break	
3:15 – 4:30 pm		
4:30 – 5:30 pm		

Day 2:	<Date>	<Location (i.e. building, room #)>
--------	--------	------------------------------------

	<b>M o r n i n g</b>	
<b>Time Slot</b>		
8:00 – 9:00 am		
9:00 – 9:15 am		
9:15 – 10:15 am		
10:15 – 11:45 am		
11:45 - 1:00 pm	Travel and lunch	
	<b>A f t e r n o o n</b>	
1:00 – 2:00 pm		
2:00 – 3:00 pm		
3:00 – 3:15 pm	Break	
3:15 – 4:00 pm		
4:00 - 5:00 pm		

<b>Day 3:</b>	<b>&lt;Date&gt;</b>	<b>&lt;Location (i.e. building, room #)&gt;</b>
	<b>M o r n i n g</b>	
<b>Time Slot</b>		
8:00 – 9:00 am		
9:00 – 10:15 am		
10:15 – 10:30 am	Break	
10:15 – 11:45 am		
11:45 - 1:00 pm		
	<b>A f t e r n o o n</b>	
1:00 – 2:00 pm		
2:00 – 2:45 pm		
2:45 – 3:00 pm		
3:00 – 4:00 pm		
4:00 – 5:00 pm		

