**Weekly Schedule: INSTRUCTIONS**

* **Please fill out a weekly schedule (see following page) for EACH WEEK that you will be at Spannocchia and upload via the** [**Program Group Information Form**](https://www.spannocchia.org/activities-programs/program-group-info-form/)**.**
* In the first row, please enter the **correct date and day of the week.** For example, if you arrive on a Monday, please indicate Monday (mm/dd). Please let us know IMMEDIATELY if there have been any changes or if there is a discrepancy in the dates.
* Please include a **total head count** for each day (including program coordinators).
* **Breakfast** is served from 8:00-9:30am. Please indicate if your group will eat breakfast each day by writing either “Yes” or “No.”
* Please list your **morning and afternoon activities** in the space provided, even if tentative.
* **Lunch** is served at 1:00pm. Please write one of the following options for each day:
	+ “Buffet”: Standard lunch offering in the Villa dining room/on the patio (weather-permitting).
	+ “Picnic”: Spannocchia will provide lunch for you to take with you for the day. *Please indicate what time in the morning you will need it by.*
	+ “Out”: Group will be eating at another location for lunch and does not need lunch provided by Spannocchia.
* **Dinner** is served at 7:30pm, with all guests invited to join us for wine on the terrace or in the living room (weather-dependent) before dinner at 7:00pm. Please indicate if your group will join us for dinner each day by writing either “Yes” or “No.”

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| --- | --- | --- | --- | --- | --- | --- |
| Add Day & Date | Add Day & Date | Add Day & Date | Add Day & Date | Add Day & Date | Add Day & Date | Add Day & Date |
| **Head Count:** | **Head Count:** | **Head Count:** | **Head Count:** | **Head Count:** | **Head Count:** | **Head Count:** |
| **Breakfast:**  | **Breakfast:**  | **Breakfast:**  | **Breakfast**:  | **Breakfast**:  | **Breakfast:**  | **Breakfast:**  |
| **Morning Activity:** | **Morning Activity**: | **Morning Activity:** | **Morning Activity:** | **Morning Activity:** | **Morning Activity:** | **Morning Activity:** |
| **Lunch:**  | **Lunch:** | **Lunch:** | **Lunch:**  | **Lunch:** | **Lunch:** | **Lunch:** |
| **Afternoon Activity:** | **Afternoon Activity**:  | **Afternoon Activity:** | **Afternoon Activity:** | **Afternoon Activity:** | **Afternoon Activity:** | **Afternoon Activity:** |
| **Dinner:** | **Dinner:** | **Dinner:** | **Dinner:** | **Dinner:** | **Dinner:** | **Dinner:** |