



Appointment Logistics Planner

Use your center's appointment instructions as the source of truth. This sheet organizes practical details and does not replace clinical preparation instructions.

Destination and arrangements

Plan updated (date)

Maintained by (name or initials)

Center and campus

Official information link or contact

Appointment building and full address

Arrival instructions to confirm

Copy them from the center's own instructions.

Getting there

☐ Own vehicle ☐ Ride from helper ☐ Provider transport ☐ Other

Pickup

Destination

Lodging status

☐ Not needed ☐ Researching ☐ Requested ☐ Confirmed

Organization

Reference

Caregiver or practical helper (optional)

Name or initials

Preferred contact (optional)

Questions and next steps

Question	Organization to ask	Person responsible	Answer / next step	Due date

Questions to consider: Is this the correct building? Are multiple locations involved? Is there a patient lodging contact? Where are current parking or transport instructions? Who should I contact if plans change?

Confirmation checklist

- | | |
|--|---|
| ☐ I have checked the appointment location | ☐ I have current lodging/transport contact details |
| ☐ I have reviewed the center's own instructions | ☐ Helpers have the latest version |
| ☐ I know which arrangements are confirmed | ☐ Open questions have an owner |

Privacy and use

Keep this completed sheet private. Share only the details a helper needs. This is a personal planning tool, not a medical record or a request for care. American Cancer Centers cannot change appointments or reservations.

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