

PRESIDENTIAL BRIEFING

EVENT NAME	
DATE OF EVENT	
TIME	
ATTIRE	
LOCATION/VENUE	
DIRECTIONS	
STAFF	
Name/Phone	
Name/Phone	
EVENT CONTACT	
Name/Title/Phone	

EVENT INFORMATION

PURPOSE	
PRESIDENT'S ROLE AT EVENT	
ROOM SETUP - theatre, banquet tables, conference tables, classroom, etc.	
SEATING INSTRUCTIONS FOR PRESIDENT	
ANTICIPATED NO. OF ATTENDEES	

ADDITIONAL ATTACHMENTS (Off Campus Events)

- ☐ ADDITIONAL MAPS/DIRECTIONS
- ☐ PARKING INSTRUCTIONS/SPECIAL PERMITS
- ☐ EVENT TICKETS/PASSES/CREDENTIALS (MUST BE PROVIDED IN ADVANCE - NO "WILL CALL")

SUPPLEMENTAL INFORMATION

ABOUT ORGANIZATION HOSTING EVENT

EVENT HONOREES

TABLE SEATING LIST

CSUDH PRINCIPALS ATTENDING

ADDITIONAL NOTES IF NEEDED

EVENT TIMELINE OR PROGRAM

KEY PARTICIPANTS

NAME AND TITLE

ROLE AT EVENT (honoree/awardee, speaker, table guest, donor, alumna/us, etc.)

BIO INFO

NAME AND TITLE

ROLE AT EVENT (honoree/awardee, speaker, table guest, donor, alumna/us, etc.)

BIO INFO

NAME AND TITLE

ROLE AT EVENT (honoree/awardee, speaker, table guest, donor, alumna/us, etc.)

BIO INFO

NAME AND TITLE

ROLE AT EVENT (honoree/awardee, speaker, table guest, donor, alumna/us, etc.)

BIO INFO

NAME AND TITLE

ROLE AT EVENT (honoree/awardee, speaker, table guest, donor, alumna/us, etc.)

BIO INFO

PRESIDENT’S REMARKS OR SPEECH

PROGRAM CONTEXT - When/how the president participates in event (i.e., introduction, middle, keynote) _____

MASTER OF CEREMONIES _____

WHO SPEAKS BEFORE THE PRESIDENT _____

WHO SPEAKS AFTER THE PRESIDENT _____

WHO INTRODUCES THE PRESIDENT _____

LENGTH OF PRESIDENT’S REMARKS _____

SPEAKING FROM PODIUM? IF SO, LOCATION IN ROOM _____

TYPE OF MICROPHONE _____