

SUPPLEMENTAL INFORMATION

ABOUT ORGANIZATION HOSTING EVENT

EVENT HONOREES

TABLE SEATING LIST

CSUDH PRINCIPALS ATTENDING

ADDITIONAL NOTES IF NEEDED

EVENT TIMELINE OR PROGRAM

A large, empty rectangular box with a thin black border, occupying the majority of the page below the header. It is intended for an event timeline or program.

KEY PARTICIPANTS

NAME AND TITLE _____

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

BIO INFO _____

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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 _____