

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 NUMBER 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

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

KEY PARTICIPANTS

NAME AND TITLE _____

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

BIO INFO

NAME AND TITLE _____

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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 _____