**EVENT STAFFING BRIEF**

# EVENT TITLE (EX: DINNER WITH DUBS & DONOR)

## PREPARED FOR: (AUDIENCE IS USUALLY EVENT STAFF OR VOLUNTEERS)

## EVENT DETAILS

**Date:**

**Set-up begins:**

**Location and times:** Via Zoom | 9:00 – 10:30am

**Attire:**

## CONTACT INFORMATION

|  |  |  |
| --- | --- | --- |
| **Logistical Lead: First & Last**  Title  College of Arts & Sciences  **Direct Line:** ###  **Cell Phone:** ###  **Email:** ### | **Logistical Co-Lead: First & Last**  Title  College of Arts & Sciences  **Direct Line:** ###  **Cell Phone:** ###  **Email:** ### | **Content Lead: First & Last**  Title  College of Arts & Sciences  **Direct Line:** ###  **Cell Phone:** ###  **Email:** ### |
|  |  |  |

## EVENT PURPOSE

This is an opportunity to discuss…

## INVITATION LIST

[insert link to file on server]

## TECHNICAL CONSIDERATIONS / STAFF ROLES

(Examples below, but fill in with what is needed for your specific event)

|  |  |
| --- | --- |
| **** | **Item** |
|  | Key speaker: answer questions, interact with attendees |
|  | Key CAS support / “cool kids” : answer questions, interact with attendees |
|  | Content lead: tee up questions/moderate, provide “time up” alert |
|  | Logistical lead: tech support (field questions via phone & email) |
|  | Logistical co-lead: tech support (in-Zoom), attendance, screenshots |
|  | Other support: admit from waiting room, record meeting, create annotations during the live session |