EVENT BRIEF FOR STAFF

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

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

## EVENT DETAILS

**Date:** date

**Arrive at:** time

**Locations and times:**

 [Location] (reception) starts at [5:30pm]

 [Location] (lecture) starts at [7:00pm]

**Attire:** dress

**Parking:** park (included for reception guests only – use code ######)

**Special Instructions:** ADA, unique features, parking code, etc.

## CONTACT INFORMATION

|  |  |  |
| --- | --- | --- |
| **Event Lead First & Last Name**Event Lead TitleCollege of Arts and Sciences**Direct Line:** ###**Cell Phone:** ###**Email:** ### | **Catering Contact Name**Catering Contact TitleCatering company**Direct Line:** ###**Cell Phone:** ###**Email:** ### | **Venue Contact Name**Venue Contact TitleVenue name**Direct Line:** ###**Cell Phone:** ###**Email:** ### |
|  |  |  |

## EVENT PURPOSE

This is an opportunity to discuss…

## EVENT SCHEDULE

|  |  |
| --- | --- |
| **0:00 PM** | **Your arrival** |
| 0:00 PM | Check-in begins |
| 0:00 PM | Lecture hall opens |
| 0:00 PM | Final check-in |
| 0:00 PM | End of event |

## LOCATION DETAILS

## First Location (EX: Breakfast at CMU 065)

**Full access time:** [Total time the venue is reserved]

**Contact:** [Who to contact about this venue location, with email or phone number]

**Attendees**

* Person
* Person
* Person

**Special notes**

* Notes or specific tasks from the venue
* Notes from the caterer
* Etc.

## Second Location (EX: Tour at Burke Museum)

**Full access time:** [Total time the venue is reserved]

**Contact:** [Who to contact about this venue location, with email or phone number]

**Attendees**

* Person
* Person
* Person

**Special notes**

* Notes or specific tasks from the venue
* Notes from the caterer
* Etc.

Third Location (EX: Lunch at Off the Rez)

**Full access time:** [Total time the venue is reserved]

**Contact:** [Who to contact about this venue location, with email or phone number]

**Attendees**

* Person
* Person
* Person

**Special notes**

* Notes or specific tasks from the venue
* Notes from the caterer
* Etc.

## DAY OF EVENT CHECKLIST

|  |  |  |
| --- | --- | --- |
| **✓** | **Item** | **Responsible** |
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