(DONOR) BRIEF

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

## DATE

## TIME

## LOCATION

[Location] is located on the [floor] in the [building name] at the UW Campus. [Event lead] will meet you a few minutes before [time] in the [lobby/etc] and walk with you to the meeting.

Should you get lost, or have any questions, [event lead]’s cell phone is: [cell phone #]

Campus Map: <http://www.washington.edu/maps/>

College of Arts & Sciences Office Phone: (206) 543-2888

## PARKING

Parking has been reserved for you in the [garage/lot name] (circled in red below).

1. Please enter through any of the gatehouses on campus.
2. Advise the Parking Specialist that you have a parking code - "**######**"
   * If you need disability accommodations please advise the Parking Specialist.
3. Park in the [garage/lot name].
4. Display your permit face up and visible on your dash. Vehicles are subject to a citation if a permit is not visibly displayed.



## AGENDA

|  |  |
| --- | --- |
| 0:00 PM | Your arrival |
| 0:00 PM | Reception begins |
| 0:00 PM | Info |
| 0:00 PM | Closing Note |

## ANNOTATED GUEST LIST

|  |  |  |
| --- | --- | --- |
| **First Last Name**  Title, Organization  Pronouns, if applicable | Short biography about this person highlighting their purpose at this event and potential conversation topics. |  |
| **First Last Name**  Title, Organization  Pronouns, if applicable | Short biography about this person highlighting their purpose at this event and potential conversation topics. |  |
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PREPARED BY

**First Last Name**

Title

College of Arts and Sciences

@uw.edu| (206) ###-####