CONFIDENTIAL BRIEFING (SHORT)

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

## PREPARED FOR: TITLE, NAME (AUDIENCE: USUALLY A DEAN OR OTHER INTERNAL CONTACT)

## EVENT DETAILS

|  |  |
| --- | --- |
| **Date:** date  **Time:** time  **Arrive at:** time  **Attire:** dress | **Location:** restaurant (directions on last page)  **Address:** #### street, city, state zip  **Phone Number:** (###) ###-####  **Parking:** park  **Special Instructions:** ADA, unique features, parking code, etc. |

## CONTACT INFORMATION PREPARED BY

|  |  |  |
| --- | --- | --- |
| **Event Lead First & Last Name**  Event Lead Title  College of Arts and Sciences  **Direct Line:** ###  **Cell Phone:** ###  **Email:** ### | **Key Attendee First & Last Name**  Key attendee title  College of Arts and Sciences  **Direct Line:** ###  **Cell Phone:** ###  **Email:** ### | **Your Name**  Your title  College of Arts and Sciences  **Direct Line:** ###  **Cell Phone:** ###  **Email:** ### |

## ATTENDEES (#)

Name, Title (if applicable)

Name

Name

## STRATEGY / PURPOSE

Identify the goal of the meeting/event.

Example: As a representative of Arts & Sciences, you are a key member of the stewardship team at this donor event. Please talk with guests and listen for interests and connections that could lead to meaningful support for [Department].

## EVENT SCHEDULE

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

***\*\*Convert the final version into a PDF. There may be extra information to also convert into a PDF and attached to the final briefing PDF document: driving directions, parking information and event invitations etc.***

## DIRECTIONS

Parking code: (if applicable)

Special instructions: (if applicable)



