# Event Summary & Briefing Document

Use this document to create an event summary, outlining the most important. Be as complete as possible.   
Tab to advance from one field to the next.

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| **Event Name:** |  |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |
| **Primary Contact:** name, title, e-mail, cell |  |
| **Secondary Contact:** name, title, e-mail, cell |  |
| **Event Purpose:** (be as detailed as possible) |  |
| **Guests:**  number expected  and description, e.g. cabinet members, directors, etc. (attach copy of RSVP list) |  |
| **Event Details:** i.e. when guests will begin arriving, be greeted and given nametags, program start time, bulleted list of speakers and their roles, etc (attach copy of event agenda, if any) |  |
| **Menu** |  |
| **Suggested Attire:** recommendation on attire for guests or participants, if any |  |
| **Parking, Admission:** i.e., tickets or  parking pass required  (note location of parking) |  |
| **Additional information:** comments, special considerations,  or issues, if any |  |
| **Photographer:**  University Communication offers services for high-profile events. If unable to cover the event, a list of freelance photographers will be provided. |  |
| **Funding Source:** |  |
| **Role of Chancellor, Provost, other dignitaries, if any:** i.e. welcome, main speaker, participant, mingle with guests |  |