# 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 |       |