

# Briefing for [insert event name]

**[Insert recipients of briefing (Chancellor, Provost/EVC, etc.)]**

**Cc:** [Insert additional recipients of the briefing]

**Date:** [Insert day of the week, month, date and year of event]

**Time:** [Insert event time(s) as needed including arrival time]

**Location:** [Insert event location including driving directions if necessary]

**Parking:** [Insert parking details including location, map, etc. Include where the

 Chancellor/Provost will meet accompanying staff.]

**Purpose:** [Indicate the purpose of the event in bullet format]

**Recipient’s Role:** [Describe aspects of the briefing recipient’s role in bullet format.

 What is the objective for the Chancellor’s/Provost’s participation in

 the event?]

***If the Chancellor/Provost is speaking, please provide the following information:***

* How long should the Chancellor/Provost speak? Is the Chancellor/Provost the featured speaker?
* What is the primary or secondary audience?
* Is there anything in particular that the Chancellor/Provost should say or emphasize in the remarks? What are some of the key messages that should be delivered
* Who is the contact for questions about the speaking role?

**Format:** [Keynote, Panel, Luncheon, Dinner, Ceremony, etc.]

**Attire:** [Black Tie, Business, Business Casual, etc.]

**Follow-up Plan:** [If necessary, indicate who will be following up after the event and what the follow-up will be (letter, phone call, etc.)]

**Staffing:** [List primary UCR staff that will be present and contact information]

# Order of Activities

[Insert order of activities, program flow or meeting agenda. If the chancellor/provost is speaking, indicate where the speech will occur within the program, who will be introducing the chancellor/provost and estimated durations and start times of each speech or presentation throughout the event.]

# Attendees

**Invitation List:** [insert a list in bullet format of all the categories of invitees to the event (community leaders, elected officials, donors, trustees, etc.)]

**Attendee Profiles:** [Insert profiles, with photos if available, of those guests that are attending the event or are being recognized.]