

NAME OF EVENT:

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|---|--|
| When: (day, date) | |
| Where: (building, room, address) | |
| President's Arrival/Departure (duration): | |
| First Lady Attendance: | |
| Event Time: | |
| Event Format: | |
| Parking Location: | |
| Dress Code: | |
| President's Seating & Names of Table Guests: <i>(Submit Seating Chart prior to event)</i> | |
| Expected Attendance Total: | |
| Dignitaries in Audience: | |
| Notable Alumni in Audience: | |
| Board Members in Audience: | |
| Press or Media Attending & Photos | |
| Invitees & Guest Type: <i>(Submit RSVP list week prior to event, day of event)</i> | |
| Strategic Purpose: | |
| President's Engagement/ Order of Event: | |
| Menu: | |
| Talking Points with Topic/ What Interest Should Remarks Cover: | |
| First Lady's Role, Remarks, and or Follow-up with Donor/ Guest: | |
| Speakers on Agenda (copy of program prior to event requested): | |
| Contact Name, Department, EM, Phone: | |