UNIVERSITY OF CALIFORNIA
UCRIVERSIDE

Briefing for [insert event name]

[insert recipients of briefing (Chancellor, EVC, Associate of the Chancellor, 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, fees associated, map, etc. Include where the chancellor 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]
Format:	[Dinner, Business Meeting, 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 should 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 is speaking, make sure to indicate where the speech will occur within the program, who will be introducing the chancellor and, if possible, 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.]