EVENT BRIEFING INSTRUCTIONS

Briefing Overview:

Briefing documents provide necessary information to the Chancellor, the Associate of the Chancellor, the Provost & Executive Vice Chancellor, and other senior administrators who have key roles at an event or meeting (hereafter referred to as recipients). Recipients rely on these briefings to acquaint themselves with key issues to consider while planning their participation and to familiarize themselves with the individual(s) involved in the event.

It is the responsibility of the unit/entity hosting the event to ensure that the briefing is prepared accurately and on time. Please follow the instructions outlined below and ensure that the submitted document is free of errors and typos.

Briefing Instructions:

1.) Finalized briefing documents are due in the Chancellor's office 10 business days prior to the event.

2.) Fill out all required information within the Briefing Template which can be found on the Chancellor's Office website. **NOTE:** for the convenience of the preparer, this template is provided in an unrestricted Word document (for customizing fields as needed for unique events/meetings). In order to maintain consistency for recipients, please do not alter the format of the document including font, spacing and order of pre-existing fields.

3.) Attach/insert biographical profiles or annotated guest list to briefing document. Proof for typos, formatting problems, etc.

4.) If submitted by a campus department, the final version should be sent to the Vice Chancellor's or Dean's office for approval and comment.

5.) Once the briefing document has been submitted, if there are any last minute changes to the event, please notify the Chancellor's office directly by e-mailing Suzette Lyons at suzette.lyons@ucr.edu and copy all required parties.