[Event Title]   |   Confidential Event Cover sheet



UW Medicine Advancement

Friday, November 0, 2000

Location

* Reception 00:00 p.m.
* Dinner 00:00 p.m.

PURPOSE

About, format, goals

ATTENDEES

Approximately X guests. Attendee description (who’s invited).

ATTACHMENTS

i.e. invitation, bio notes, guest list, timeline, etc. (all vendors receive the same and all leadership receive the same).

SPECIAL NOTESImportant to call out to party (i.e. leadership, vendors, participants, etc.) receiving briefing

EVENT SCHEDULE

0:00 p.m. Event lead arrives on site

0:00 p.m. Caterer arrives

0:00 p.m. Set-up time

0:00 p.m. Volunteers ready to receive guests

0:00 p.m. Venue ready

0:00 p.m. Reception begins

0:00 p.m. Transition into auditorium

0:00 p.m. Program begins

0:00 p.m. Event ends

CONTACTS:

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