[Event Title]   |   Confidential Event Briefing Timeline



UW Medicine Advancement

Friday, November 0, 2000

Location

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

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:

**Event Lead**

 Title, UW Medicine Advancement

 206.500.0000 office, 206.000.0000 cell, 00000@uw.edu

**FLF**

Title, UW Medicine Advancement

206.221.0000 office, 206.002.0002 cell, 00001@uw.edu