

**Confidential Executive Briefing for Chancellor Franklin D. Gilliam, Jr.**

**CC: Waiyi Tse, Chief of Staff and Nikki Baker, Assistant to the Chancellor**

**DUE: at least 2 weeks prior to event**

(Please do not use this document to complete briefing; instead, ***please download*** this template, complete, and submit as word document to nmwilson@uncg.edu and waiyi.tse@uncg.edu)

|  |  |
| --- | --- |
| **EVENT LOGISTICS** |  |
| ***Name of Event*** |  |
| ***Date*** |  |
| ***Time*** |  |
| ***Location*** |  |
| ***Parking Instructions (please reserve a space)*** |  |
| ***Chancellor’s Role and Arrival Time*** |  |
| ***Audience*** |  |
| ***Media (and Social Media) Coverage*** |  |
| ***Attire*** |  |
| **STAFF CONTACT** |   |
| ***Event organizer/cell phone/email*** |  |
| **EVENT PURPOSE + PROGRAM** |  |
| ***About the event (sponsoring unit/host, purpose + objectives)*** |  |
| ***If Chancellor is speaking, please provide detailed bullet points and/or script for review*** |  |
| ***Timed Agenda/Run of Show (or attach in separate document)*** |  |
| **GUEST/ATTENDEE LIST** |  |
| ***Include names, title, department, organization, and/or other information Chancellor should know***  |  |

***Please feel free to attach additional supporting documents the Chancellor’s Office may find helpful.***