



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	
<i>Name of Event</i>	
<i>Date</i>	
<i>Time</i>	
<i>Location</i>	
<i>Parking Instructions (please reserve a space)</i>	
<i>Chancellor's Role and Arrival Time</i>	

<i>Audience</i>	
<i>Media (and Social Media) Coverage</i>	
<i>Attire</i>	
STAFF CONTACT	
<i>Event organizer/cell phone/email</i>	
EVENT PURPOSE + PROGRAM	
<i>About the event (sponsoring unit/host, purpose + objectives)</i>	
<i>If Chancellor is speaking, please provide detailed bullet points and/or script for review</i>	
<i>Timed Agenda/Run of Show (or attach in separate document)</i>	
GUEST/ATTENDEE LIST	
<i>Include names, title, department, organization, and/or other information Chancellor should know</i>	

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