BRIEFING MEMORANDUM
(SAMPLE)

To: President OR Provost OR Senior Leadership

CC: Provost OR Sr. Leadership and others

From: (VP/Department head)

Date Submitted:

Name of Event:

Date of Event:

Time of Event:

Location:

Purpose of Event:

Role of the President:

Attendees: (A summary of the target audience in attendance)

Attire:

Attachments: (Varies by event)
   Timeline
   Guest List
   Guest Biographies
   Speaking Remarks
   Seating Arrangements
   Menu
   Staff Contacts

Staff Contacts: John Smith, Blackberry: 617-555.2222
GUEST LIST
## SEATING ARRANGEMENTS

**Table 1 (8 ppl)**

**Table 2 (Head: 8 ppl)**

**Table 3 (7 ppl)**

**Table 4 (7 ppl)**