

## STAFF EVENT BRIEF: Event Name, Event Date

EVENT INFORMATION	
EVENT	
DATE	
TIME	
PLACE	
HOST(S)	
CONTACT INFORMATION	
ON-SITE LOGISTICS	
GUEST INFORMATION	
GUEST CRITERIA	
PROGRAM SCHEDULE	
0:00 p.m.	
0:00 p.m.	
0:00 p.m.	
0:00 p.m.	
0:00 p.m.	
EVENT STAFFING	
COLLEGE OF ARTS AND SCIENCES	

GUESTS

Add positive RSVPs here – ID, Name, School, Degree