



PRESIDENTIAL BRIEFING FORM

EVENT NAME:

TO:

FROM:

DATE:

SUBJECT:



DATE OF EVENT:

TIME:

ATTIRE:

LOCATION:

PHONE:

(AT LOCATION)

DIRECTIONS:

(if off campus)

PURPOSE:

HONOREES:

ANTICIPATED ATTENDANCE

EVENT TIMELINE



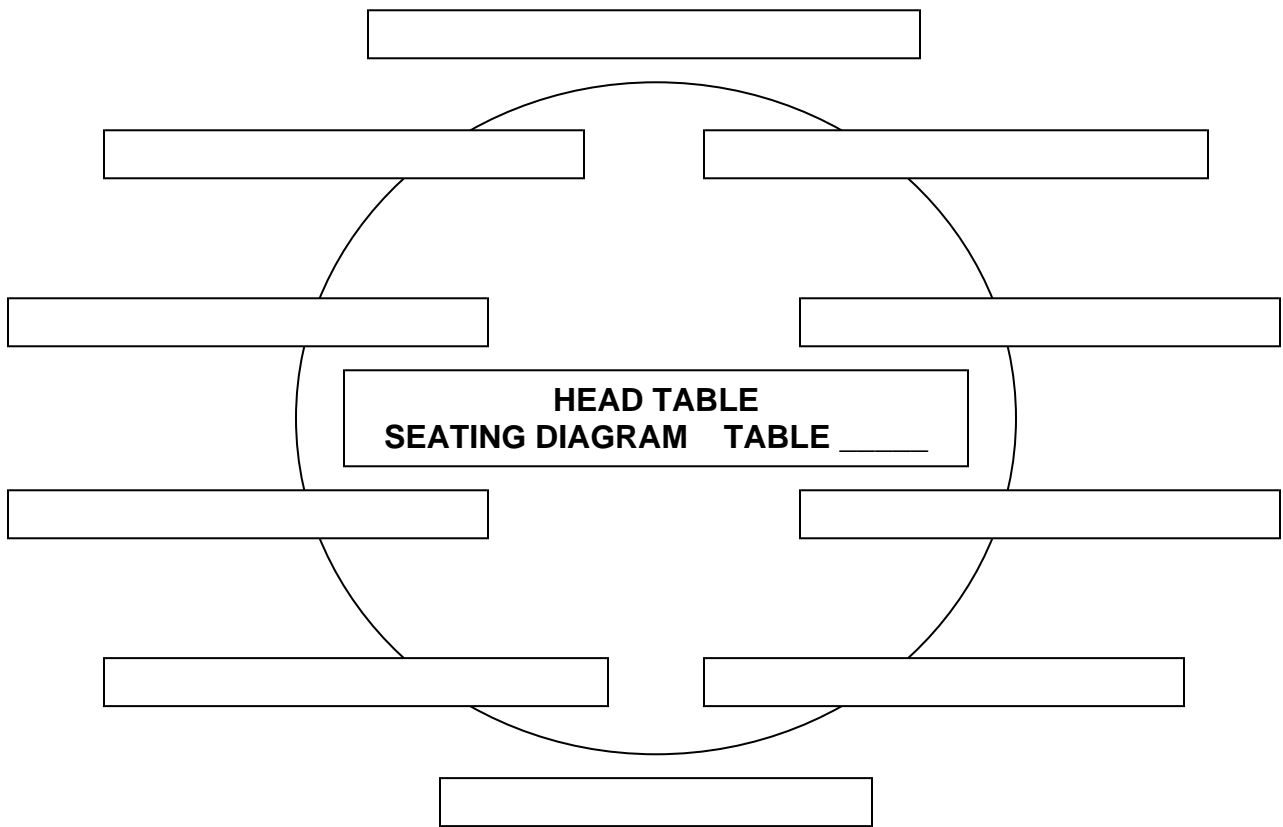
TIME

SCHEDULED EVENT TO OCCUR

HEAD TABLE DIAGRAM

THE SEATING CHART BELOW IS CORRECT.

THE SEATING CHART IS ATTACHED AND DIFFERENT FROM BELOW.



NOTE: SEAT SBS/KAS TOGETHER FACING THE PODIUM.

TABLE GUEST INFORMATION

GUEST: SPOUSE:
BIOGRAPHICAL INFORMATION

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GUEST:

SPOUSE:

BIOGRAPHICAL INFORMATION

ADDITIONAL BIOS FOR TABLE GUESTS
ADDITIONAL BIOS FOR USC PRINCIPALS
ADDITIONAL HONOREES
TABLE SEATING LIST
VIP LIST
STAFF FACULTY LIST
RSVP LIST
DONOR REPORT