



PRESIDENTIAL MEETING BRIEFING MEMORANDUM

DATE:
LOCATION:

TIME:

PHONE: (AT LOCATION)

PURPOSE:

ATTENDANCE:

UNIVERSITY STAFF CONTACT Name:
 Title:
 Office Phone:
 Home Phone:
 Cell Phone:

LOCATION CONTACT Name:
 Title:
 Office Phone:
 Home Phone:
 Cell Phone:

INTENDED ATTACHMENT LIST 

- DISCUSSION POINTS
- BACKGROUND INFORMATION
- DONOR REPORT