**University of Washington School of Nursing**

**Executive Dean Briefing**

**Instructions:**

Please ensure the consistency of information between your annotated guest list, briefing materials, and speaking points.

Submit your completed briefing materials via email to Melissa Kreptul.

If you have questions or requested changes, please call Melissa at 206.221.2472.

**Please delete these instructions before submitting.**

**Event name:**

Event Date: Day of week, Month Day, Year

Event Time: X:XX – X:XX am/pm

Requested Time of Attendance: X:XX – X:XX am/pm

Requested Speaking Time: X:XX – X:XX am/pm

**On-Site Contact:**

Name

Cell Phone: (XXX) XXX-XXXX

**Event Venue & Address:**

>

**Parking Address & Instructions:**

>

**Recommended Attire:**

>

**Purpose of Event:**

>

**History of the Event:**

>

**Audience:**

>

**Venue & Audio/Video Set-Up:**

>

**Annotated Event Schedule:**

|  |  |
| --- | --- |
| **X:XX am/pm** | [Schedule Item 1] |
| **X:XX am/pm** | [Schedule Item 2] |
| **X:XX am/pm** | [Schedule Item 3] |
| **X:XX am/pm** | [Schedule Item 4] |
| **X:XX am/pm** | [Schedule Item 5] |

**Event Lead:**

Name, Title

Department/Organization

Direct Line: (XXX) XXX-XXXX

Cell Phone: (XXX) XXX-XXXX

Email: XXXXX@uw.edu