**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](mailto:mkreptul@uw.edu).

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:**

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**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