**University of Washington School of Nursing**

**Executive Dean Annotated Guest List**

**Instructions:**

This template has been developed to provide a list of notable individuals attending the event whom you would like the president/‌provost to greet personally.

Please ensure the consistency of information between your annotated guest list, briefing materials, and speaking points. If a seating chart or table schematic is developed for your event, please include it with your annotated guest list.

Submit your finalized annotated guest list via email, along with completed briefing materials, 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 Location: Location

Event Date: Day of week, Month Day, Year

Event Time: X:XX – X:XX am/pm

\*Please place an asterisk below in the first column of those guests anticipated

to sit with the dean.

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| \* | Guest Name,  Title, Company/Organization | **UW Connection** | Current Photo  (if available) |
|  | Mr. John Doe  Chair, UW Foundation Board  President, XYZ Corporation | Alumnus History: ’89 BA School of This; ’99 MA School of That  Area of Interest: Nursing this, Healthcare that, Education |  |
|  | Mrs. Jane Smith-Doe  (wife of Mr. John Doe)  Community Volunteer | Alumnus History: ’89 BA School of This; ’99 MA School of That  Area of Interest: Nursing this, Healthcare that, Education |  |
|  | Ms. Henrietta Husky  Volunteer, School of This  Retired CEO, ABC Company | Alumnus History: ’89 BA School of This; ’99 MA School of That  Area of Interest: Nursing this, Healthcare that, Education |  |
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