

Sample Event Outline

Event Name

Event Date Event Location

m	e:	•
	m	me:

Number of Guests Expected:

Purpose of the Event:

Event Contacts:	
10:25 a.m.	[Arrival to site]
10:30 a.m.	Opening Remarks from President
10:34 a.m.	President to invite Dean to speak
10:35 a.m.	Remarks from Dean
10:39 a.m.	Dean to invite AVP to speak
10:40 a.m.	Remarks from AVP
10:45 a.m.	Photo opportunity (location/directives) Image to include:
10:50 a.m.	Closing Remarks from President
11:00 a.m.	Reception
11:45 a.m.	[Event concludes]