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| **MEETING REQUEST FORM** | |
| TO: | Chancellor Carol Christ |
| FROM: |  |
| DATE: |  |
| ATTENDEES: |  |
| BLUF: | Bottom Line up front: 100 words max |

**What the Chancellor Needs to Know**

* Item ONE: One sentence
* Item TWO: One sentence
* Item THREE: One sentence
* Etc.

**Decisions**

* e.g., Decision ONE (for the Chancellor to make)
* e.g., Decision TWO (for the Chancellor to make)

**Proposed next steps**

* e.g. Data to be generated
* e.g. Content to be produced
* e.g. Meetings to be scheduled

**Attachments**

* e.g. detailed talking points for X
* e.g. report from Committee Y
* e.g. powerpoint deck
* e.g. excel spreadsheet
* e.g. attendee lists