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**Confidential Briefing**

[Briefing delivery date]

**Meeting with [DONOR/EVENT NAME]**

|  |  |
| --- | --- |
| ATTENDING: | **Carol Christ**, Chancellor  **[Other Campus Rep**, Title]  **[Donor Name** UCB degrees] |
|  |  |
| DATE: | **[Day, Date, Year]** |
| TIME: |  |
| LOCATION: |  |
| PHONE: |  |
| ATTIRE: |  |
|  |  |
| CONTACT  WITH QUESTIONS: | **[Organizer Name**, Title, Department]  [mobile: xxx.xxx.xxxx; desk: xxx.xxx.xxxx] |
|  |  |
| PREPARED BY: | **[Staff Name**, Title, Department]  [xxx.xxx.xxxx] |

**Purpose:**

[Brief note about how the meeting came about.]

**Key Context/Attendees of note**

* [Key Context]
* [**Attendee of note Name** UCB degrees] [Brief bio]
* [**Attendee of note Name** UCB degrees] [Brief bio]

**Event Program Flow**

[Time] Chancellor arrives.

[Time] Event begins.

[Time] [Minute-by-minute run of show.]

[Time] Chancellor departs.

[Time] Event ends.

**Attached**

* [[remarks/suggested talking points](https://docs.google.com/document/d/1AEG_lhpRH8Vo9o8PLQ-_7JkvToO53IsMw4l8d3u8unM/edit), guest list, research summary, relevant background documents, [draft thank you message(s)](https://docs.google.com/document/d/1wsAfZSsvfI0YX-GU1IOLBiFTDqSqNW6mTUfcQ53aiq0/edit?usp=sharing)]

*Template Revised 10/23/20*