



# PRESIDENTIAL BRIEFING FORM

EVENT NAME:

TO:

FROM:

DATE:

SUBJECT:

---

DATE OF EVENT:

TIME:

ATTIRE:

LOCATION:

PHONE:

(AT LOCATION)

DIRECTIONS:

(if off campus)

PURPOSE:

HONOREES:

ANTICIPATED ATTENDANCE

PRESIDENT NIKIAS' REMARKS:  
Provided by Public Relations

\_\_\_\_\_

USC PRINCIPALS ATTENDING:

\_\_\_\_\_

ATTENDEES OF INTEREST:

\_\_\_\_\_

UNIVERSITY STAFF CONTACT:

Name:  
Title:  
Office Phone:  
Home Phone:  
Cell Phone:

LOCATION CONTACT:

Name:  
Title:  
Office Phone:  
Home Phone:  
Cell Phone:

EVENT TIMELINE



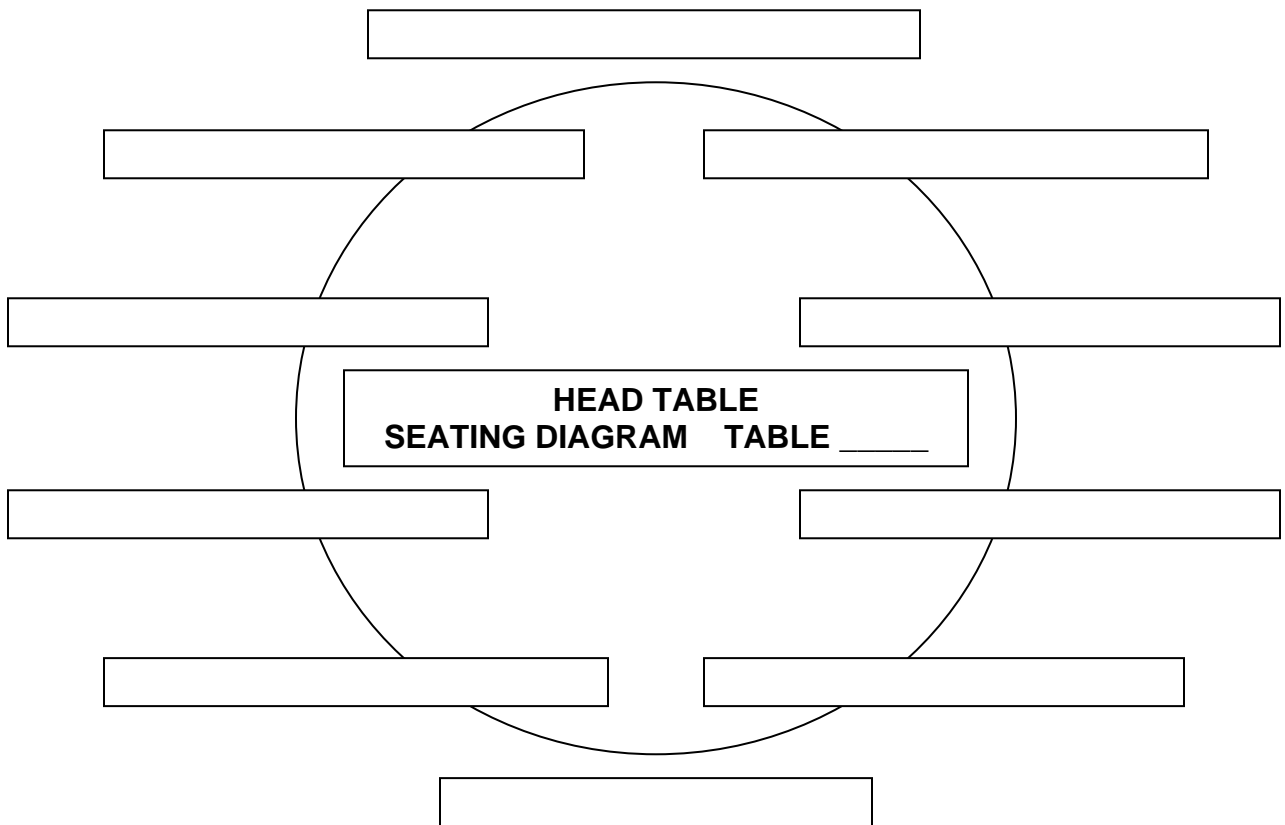
TIME

SCHEDULED EVENT TO OCCUR

HEAD TABLE DIAGRAM

THE SEATING CHART BELOW IS CORRECT.

THE SEATING CHART IS ATTACHED AND DIFFERENT FROM BELOW.



**NOTE:** SEAT CLN/NCN TOGETHER FACING THE PODIUM.

TABLE GUEST INFORMATION 

---

GUEST: SPOUSE:  
BIOGRAPHICAL INFORMATION 

---

GUEST: SPOUSE:  
BIOGRAPHICAL INFORMATION 

---

GUEST: SPOUSE:  
BIOGRAPHICAL INFORMATION 

---

GUEST: SPOUSE:  
BIOGRAPHICAL INFORMATION 

---

GUEST: SPOUSE:  
BIOGRAPHICAL INFORMATION 

---

GUEST:

SPOUSE:

BIOGRAPHICAL INFORMATION

---

GUEST:

SPOUSE:

BIOGRAPHICAL INFORMATION

---

GUEST:

SPOUSE:

BIOGRAPHICAL INFORMATION

---

GUEST:

SPOUSE:

BIOGRAPHICAL INFORMATION

---

GUEST:

SPOUSE:

BIOGRAPHICAL INFORMATION

---

ADDITIONAL BIOS FOR TABLE GUESTS  
ADDITIONAL BIOS FOR USC PRINCIPALS  
ADDITIONAL HONOREES  
TABLE SEATING LIST  
VIP LIST  
STAFF FACULTY LIST  
RSVP LIST  
DONOR REPORT