



PRESIDENTIAL MEETING BRIEFING MEMORANDUM

Please e-mail completed form to Caitlyn Woroniak (vrsalovi@president.usc.edu)

DATE:

TIME:

LOCATION:

PHONE:

(AT LOCATION)

PURPOSE:

ATTENDANCE:

UNIVERSITY STAFF CONTACT

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

LOCATION CONTACT

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

INTENDED ATTACHMENT LIST

- ☐ DISCUSSION POINTS
- ☐ BACKGROUND INFORMATION
- ☐ DONOR REPORT