

University of California, Irvine

Event Name

Event Date

Event Time

Event Location

SCENARIO: As of Monday, June 18, 2018

| | |
|-------------------------------|--|
| Event Purpose: | Purpose |
| Invited Guests: | UCI Executive Leadership, Honored Guests, Dignitaries, Etc. |
| Presenters: | Name, Title Name, Title |
| <u>Event Contacts:</u> | |
| Logistics: | Event Lead Name, Title O: xxx-xxx-xxxx; C: xxx-xxx-xxxx; email address |
| Development Officer: | DO Name, Title O: xxx-xxx-xxxx; C: xxx-xxx-xxxx; email address |
| Staff: | Names |

Event Setup

| | |
|-----------------|---|
| 00:00 AM | Vendor X Arrives <ul style="list-style-type: none">• Vendor Onsite Contact Name, xxx-xxx-xxxx• Delivery and setup details |
| 00:00 AM | Vendor X Arrives <ul style="list-style-type: none">• Vendor Onsite Contact Name, xxx-xxx-xxxx• Delivery and setup details |
| 00:00 AM | Registration Live |
| 00:00 AM | Catering Set and Ready |

Program

| | |
|-----------------|---|
| 00:00 AM | Event Commences; Guest Arrival <ul style="list-style-type: none">• Details |
| 00:00 AM | Activity <ul style="list-style-type: none">• Remarks/Details |
| 00:00 AM | Activity <ul style="list-style-type: none">• Details |
| 00:00 AM | Event Concludes |