**Instructions:**

This template has been developed to provide a list of notable individuals attending the event whom you would like the president/‌provost/Chancellor to greet personally.

Please ensure the consistency of information between your annotated guest list, briefing materials, and speaking points.   
If a seating chart or table schematic is developed for your event, please include it with your annotated guest list.

Submit your finalized annotated guest list via email, along with completed briefing materials, to [Chantale Dean](mailto:president.ea@nosm.ca?subject=Speaker%20Request%20).

**Please delete these instructions before submitting.**

Event Name: **Insert Event Name Here**

Event Location: Location

Event Date: Day of week, Month Day, Year

Event Time: X:XX – X:XX am/pm

\*Please place an asterisk below in the first column of those guests anticipated to sit with the president/provost/chancellor.

|  |  |  |  |
| --- | --- | --- | --- |
| \* | Guest Name,  Title, Company/Organization | Notable Details | Current Photo |
|  | Mr. John Doe  Chair, UW Foundation Board  President, XYZ Corporation | John and Jane are two of our biggest supporters. Their work on philanthropic events has been widely recognized by the community. |  |
|  | Dr. Jane Smith-Doe  (wife of Dr. John Doe)  Oncologist, community volunteer | Dr. Smith-Doe is a very active supporter of the hospital in education, oncology head and married to Dr. John Doe, Chief of Staff |  |
|  | Ms. Henrietta Husky  Volunteer, School of This  Retired CEO, ABC Company | Ms. Husky has been instrumental in organizing the success of this annual event for the past 13 years. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |