**Instructions:**

Please ensure the consistency of information between your annotated guest list, briefing materials, and speaking points.

Submit your completed briefing materials via email to [Chantale Dean](mailto:president.ea@nosm.ca)

**Please delete these instructions before submitting.**

Event Name: **Insert Event Name Here**

Event Date: Day of week, Month Day, Year

Event Time: X:XX – X:XX am/pm

Requested Time of Attendance: X:XX – X:XX am/pm

Requested Speaking Time: X:XX – X:XX am/pm

On-Site Contact:

Name

Cell Phone: (XXX) XXX-XXXX

Event Venue & Address:

>

Parking Address & Instructions:

>

Recommended Attire:

>

Purpose of Event:

>

History of the Event:

>

Audience:

>

Venue & Audio/Video Set-Up:

>

Annotated Event Schedule:

|  |  |
| --- | --- |
| **X:XX am/pm** | [Schedule Item 1] |
| **X:XX am/pm** | [Schedule Item 2] |
| **X:XX am/pm** | [Schedule Item 3] |
| **X:XX am/pm** | [Schedule Item 4] |
| **X:XX am/pm** | [Schedule Item 5] |

Event Lead:

Name, Title

Department/Organization

Direct Line: (XXX) XXX-XXXX

Cell Phone: (XXX) XXX-XXXX

Email: XXXXXXX