|  |  |
| --- | --- |
| **Event/Activity:**  |  |
| **Event Date & Time:**  |  |
| **Event Location:**  |  |
| **On-Site Planning Contact:**  |  |
| **Purpose of Event:**  |  |
| **Event Strategy & Outcomes:** |  |
| **Audience/VIP Guests:** |  |
| **Attire:**  |  |
| **UA Strategic Plan Messaging:**  | (*What Pillar(s)/ Initiative(s) does the event support and how do you intend to showcase them? Ex. Pillar I: The Wildcat Journey, Pillar II: Grand Challenges, Pillar III: The Arizona Advantage, Pillar IV: UA Global, and Pillar V: Institutional Excellence)* *To access full UA Strategic Plan visit:* [*https://strategicplan.arizona.edu/*](https://strategicplan.arizona.edu/) |
| **Event Summary:** (See checklist for details) | *(Summarize event layout, flow, parking, outline of the program, and expectations for Regents, UA Senior Leadership, or any VIP attending/participating in the event).* |
| **# invited and method of invite and promotion:**  |  |
| **Planning Count:** |  |
| **Estimated Budget:**  |  |
| **Source(s) of funding:** |  |

**Additional Notes/Materials:**