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| --- | --- |
| **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:**