

When (Day & Date):	
Where (Campus, Building, Room, Address):	
Duration (Times the president needs to be there):	
First Lady Attendance (Yes/No):	
Event Time :	
Parking Location:	
Dress Code:	
President's seating and names of table guests (Please submit prior to event):	
Expected Attendance Total:	
Other dignitaries in the audience:	
Notable alumni in the office:	
SIU Board of Trustees in attendance:	
Press or media attending:	
Overview of invitees (Who will be in attendance):	
Strategic purpose:	
President's engagement / Event agenda and speaking order:	
Talking points with topic / What topics should the president cover:	
Mrs. Mahony's role, remarks needed:	
Other speakers on the agenda:	
Contact names, email and phone:	