

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)	
Expeted Attendance Total:	
Other dignataries in the auduence:	
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 tipics shoud the president cover:	
Mrs. Mahony's role, remarks needed:	
Other speakers on the agenda:	
Contact names, email and phone:	