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**Event Name**

Event Date

Event Time

Event Location

**SCENARIO: As of Wednesday, February 17, 2016**

**Event Purpose:** Purpose

**Invited Guests:** UCI Executive Leadership, Honored Guests, Dignitaries, Etc.

**Presenters: Name,** Title

**Name,** Title

**Event Contacts:**

**Logistics: Event Lead Name**, Title

O: xxx-xxx-xxxx; C: xxx-xxx-xxxx; email address

**Development Officer: DO Name, Title**

O: xxx-xxx-xxxx; C: xxx-xxx-xxxx; email address

**Staff:** Names

**Event Setup**

**00:00 AM Vendor X Arrives**

* Vendor Onsite Contact Name, xxx-xxx-xxxx
* Delivery and setup details

**00:00 AM Vendor X Arrives**

* Vendor Onsite Contact Name, xxx-xxx-xxxx
* Delivery and setup details

**00:00 AM Registration Live**

**00:00 AM Catering Set and Ready**

**Program**

**00:00 AM** **Event Commences; Guest Arrival**

* Details

**00:00 AM** **Activity**

* Remarks/Details

**00:00 AM** **Activity**

* Details

**00:00 AM Event Concludes**