|  |  |
| --- | --- |
| EVENT NAME |  |
| DATE |  |
| time | This is the time the Vice-Chancellor will arrive and depart the event, not the full event runtime. |
| VENUE | Virtual/hybrid/in-personAddress/link: |
| WHY DOES THIS MATTER TO ANU? |  |
| ROLE of the vice-chancellor | What will the Vice-Chancellor be doing? This is a short and sharp description for the VC to quickly determine her role at the event. E.g. Welcoming students to ANU; greeting a VIP; hosting a meeting with external stakeholders, panel member, keynote (length) |
| First NATIONS PEOPLE |  |
| MEASURES OF SUCCESS | Why did you hold this event/meeting and what do you hope to achieve? Is there any follow-up after the event? |
| Attire | Business/smart casual/formal |
| audience Size and composition  | Number of expected guests and the audience for this event |
| KEY CONTACT | Executive Communications Advisor: Event contact (mobile and email): |
| **Audio Visual**Microphone:🞏 Lapel 🞏 Handheld 🞏 Lectern 🞏 Headset 🞏 N/A 🞏 Livestream 🞏 Recorded 🞏 Slides (ratio)🞏 Clicker 🞏 Laptop | **Engagement**🞏 Media in attendance🞏 Photographer 🞏 Private event 🞏 Public event  | **Format** 🞏 Keynote 🞏 Panel 🞏 Moderator 🞏 Q&A🞏 Welcome 🞏 Vote of thanks🞏 Teaching 🞏 In conversation 🞏 Other  |
| **General logistics** 🞏 Pre-registration 🞏 Pre-submission of talk materials:🞏 Security 🞏 Bio 🞏 Abstract/title 🞏 Slides 🞏 Headshot 🞏 Greenroom 🞏 Parking  |

**RUNSHEET AND EVENT COORDINATION**

|  |  |
| --- | --- |
| **TIME***e.g. 6pm Time is recorded as AM/PM. Please note* [*ANU style*](https://services.anu.edu.au/marketing-outreach/storytelling-writing/writing-style-guide)*; 6pm; 6-7pm; 7.15pm. This time should match the top of the brief* | **ACTION** *What is happening in the runsheet?* *Please include the event start time if it is prior to the Vice-Chancellor’s arrival. This provides context about her role in the event and what may have occurred prior to her arrival.* |
|  |  |
| XXam/pm | Vice-Chancellor arrives at the venue and is met by XYZ. |
|  |  |
| XXam/pm | Vice-Chancellor departs the event. |

Background

Please provide a brief background of the event. This should include history of previous engagement, other events and any information useful to give the Vice-Chancellor context. 1 – 4 paragraphs. What is the purpose of the event?

* Why does this event matter to ANU?
* What is the role of the Vice-Chancellor?
* Who is the event targeted at?
* What is the expected outcome? How can we measure this?
* Has this event been held before? Is it part of a series? Who has previously spoken/are there any notable prior outcomes?

List any VIP guests or speakers

KEY PEOPLE FOR THE VC TO BE AWARE OF

Name/Title

Photo [if available]

Relationship to ANU (eg. Alumni, former staff members

Last VC contact

Actions/next steps (as applicable)

High level bio (1-2 paragraphs)

ATTACHMENT(S)

* Attachment A – guest list

Protocol details and acknowledgements

* Include the traditional owners
* Include any protocol or acknowledgements

\*\*Thank you for taking the time to complete this brief and ensure that our Executive team are well prepared and well informed.

Please send through the finished document to the Executive Communications Advisor (events@anu.edu.au) no later than 10 days before the event.