



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]

TO: Staff briefing for [PROGRAM TITLE]

FROM: [EVENT MANAGER]

DATE:

RE: [PROGRAM TITLE]
[TIME]: [PARTY], [BUILDING], [ROOM] [OPTIONAL]
[TIME]: [PARTY], [BUILDING], [ROOM] [OPTIONAL]

The following attached documents are for the [PROGRAM TITLE]:

- Program [OPTIONAL]
- Staff Plan [OPTIONAL]
- Biographies [OPTIONAL]
 - PERSON (A)
 - PERSON (B)
- Menu [OPTIONAL]
- VIP Seating Arrangement [OPTIONAL]
- Registration listing [OPTIONAL]

CONTACT:
EVENT MANAGER
Office- [NUMBER]
Mobile- [NUMBER]
Email address [EMAIL]



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]

[IF APPLICABLE] EVENT MANAGER (2)

Office-

Mobile-

Email address

PROGRAM

RECEPTION

[LOCATION]

[TIME] [ACTIVITY]

[TIME] [ACTIVITY]

DINNER

[LOCATION]

[TIME] [ACTIVITY]

[TIME] [ACTIVITY]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY] [NAME]

[TIME] [ACTIVITY]



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]

STAFF PLAN

Captains:	All Day	[NAME] [NAME] [NAME]
Set-Up Greenberg Lounge	[TIME]	[NAME] [NAME] [NAME]
Set-Up Registration	[TIME]	[NAME] [NAME] [NAME]
VIP Arrival Registration	[TIME] [TIME]	[NAME] [NAME] [NAME] [NAME] [NAME]
Greeters	[TIME]	[NAME] [ENTER LOCATION] [NAME] [ENTER LOCATION] [NAME] [ENTER LOCATION]
Seaters	[TIME]	[NAME] [NAME] [NAME] [NAME]
Photography	[TIME]	[NAME] [NAME]



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]

BIOGRAPHY: {HOST/EVENT SPONSOR}



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]

BIOGRAPHY: {HONOREE/SPEAKER}



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW
[EVENT TITLE]
[DEPARTMENT]
[DATE]

MENU

RECEPTION MENU:

PASSED HORS D'OEUVRES

- [SELECTION]
- [SELECTION]
- [SELECTION]
- [SELECTION]
- [SELECTION]

BEVERAGES

- [SELECTION]
- [SELECTION]
- [SELECTION]
- [SELECTION]
- [SELECTION]

DINNER MENU:

First course [OPTIONAL]

- [SELECTION] [*DESCRIPTION*]

Main course [OPTIONAL]

- [SELECTION] [*DESCRIPTION*]

Vegetarian option: [OPTIONAL]

- [SELECTION] [*DESCRIPTION*]

Dessert [OPTIONAL]

- [SELECTION]

Vegan Dessert [OPTIONAL]

- [SELECTION]

[NOTE OTHER DIETARY NEEDS]



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW
[EVENT TITLE]
[DEPARTMENT]
[DATE]

SEATING

HEAD TABLE		
#1	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

[SPEAKERS GUESTS]/[GROUP]		
#2	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

[HOST'S] GUESTS		
#3	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

[GROUP]		
#4	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]

SEATING

[GROUP]		
#5	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

[GROUP]		
#6	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

[GROUP]		
#7	FIRST	LAST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



Office of Hospitality and Food Services

NEW YORK UNIVERSITY SCHOOL OF LAW

[EVENT TITLE]

[DEPARTMENT]

[DATE]