MC
MONTGOMERY
COLLEGE

OFFICE OF **[ENTER OFFICE]**
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

To:	Staff
From:	[ENTER NAME OF SENDER]
Date:	[ENTER SEND DATE]
Subject:	**[ENTER THE NAME OF THE EVENT]**
	[ENTER EVENT DAY, DATE] AT [ENTER EVENT START TIME]

(ENTER THE EVENT AGENDA BELOW)

11:15 a.m.	Pre-Luncheon Reception/Registration: LOCATION
12:00 p.m.	Luncheon: LOCATION
1:00 p.m.	Post-luncheon Reception: LOCATION

Attached are the following items regarding the NAME OF EVENT luncheon *(Use whatever sections are relevant to your event):*

- Program

- Staff Plan

- Background on [Event] Luncheon

- Background on [ENTER SPEAKER NAME]

- Menu

- Pre-Luncheon Reception Attendee List

- Luncheon Attendee List

- Assigned Seating (Tables 1-7)

- Recommended Photos

- Staff Contact Sheet

CONTACT:
[ENTER YOUR NAME]
[ENTER YOUR TITLE]
Office: 202. XXX.XXXX
Mobile: 202.XXX.XXX
[ENTER EMAIL ADDRESS]@motntgomerycollege.edu

MONTGOMERY COLLEGE

<div align="center">

OFFICE OF [ENTER OFFICE]
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

PROGRAM
</div>

Pre-Luncheon Reception
Atrium

11:15 a.m.   Principals and guests gather in the Atrium
                 Atrium [Photo Opportunity]

Luncheon
Main Ballroom

11:15 p.m.   Registration opens

11:30 a.m.   Guests arrive

12:00 p.m.   Doors open to the Main Dining Room and Guests locate seats

12:10 p.m.   Welcome and Introduction of [ENTER SPEAKER NAME]

12:15 p.m.   Program Remarks

12:40 p.m.   Closing remarks

12:42 p.m.   Table Socializing

Post-luncheon Reception
Atrium

1:00 – 1:30p.m. Guests move into Lunch to light networking post-reception

OFFICE OF [ENTER OFFICE]
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

	STAFF ASSIGNMENTS	
TASK	**ARRIVAL TIME**	**STAFF MEMBER**
Event Managers	8:30 AM - 2:00 PM	[ENTER NAME]
Set-Up Venue Spaces	8:30 AM - 2:00 PM	[ENTER NAME] [ENTER NAME]
Set-Up Central Registration **[ENTER LOCATION]**	8:30 AM - 2:00 PM	[ENTER NAME] *(Captain)* [ENTER NAME] [ENTER NAME] [ENTER NAME] [ENTER NAME] [ENTER NAME]
AV Walk Through [Main Room]	10:00 AM	[ENTER NAME]
Entrance Greeter [Direct all to registration desk and coat check]	10:45-12:30 PM	[ENTER NAME]
Pre-Reception	11:15-11:45 AM	[ENTER NAME] *(Nametags)*
Luncheon Ushers	11:45-12:30 PM	[ENTER NAME] [ENTER NAME]
Photographer	11:15-1:30 PM	[ENTER NAME]

MONTGOMERY COLLEGE

OFFICE OF [ENTER OFFICE]
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[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]
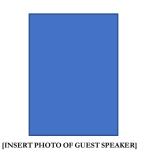
[ENTER THE NAME OF THE EVENT]
EVENT HISTORY

[ENTER EVENT HISTORY]

Montgomery College changes the Community College Experience.

At MC, we believe in our role as both a college and a community. We are learners and seekers and achievers. Montgomery College provides a quality higher education that gives everyone the chance to achieve success and to create meaningful change in their lives – and in the world.

Montgomery College is a public, fully accredited institution. MC is dedicated to student success and widely recognized for the quality and scope of its academic programs.

OFFICE OF [ENTER OFFICE]
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

[INSERT PHOTO OF GUEST SPEAKER]

[ENTER NAME OF GUEST SPEAKER]
[ENTER GUEST SPEAKER TITLE]
[ENTER AFFILATION]

"One of the great advantages of teaching at Montgomery College is the ability to be effective within a diverse community," observes Professor Lorraine Hunt, "is the opportunity to work with students at various stages of a sequential, multi-tier curriculum." She teaches life skills at MC.

"It is deeply fulfilling," she says, "to work with the student from different backgrounds and at different stages of his or her development, and to see unmistakable evidence of growth and a broadening of understanding."

Hunt came to Montgomery College in 1985 as one of the first to join the new clinical tenure track. A graduate of University of Maryland.

Hunt regularly volunteers in the career services lab. She is excited to continue to work with the students and the Montgomery County community.

OFFICE OF [ENTER OFFICE]
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

MENU SELECTIONS

PRE LUNCHEON RECEPTION

Hot *(Passed)*
- **Peking Duck Spring Rolls**, *hoisin shredded duck rolled in a spring roll wrapper*
- **Samosa**, *traditional chicken Samosa with potatoes and peas*

Cold *(Stationary)*
- **Assorted Imported Cheese**, *served with crackers, fruits, artisanal breads and assortment of spreads including truffle honey, quince paste and fig jam*
- **Vegetable Crudité**, *served with seasonal dip*

Beverages
- Assorted canned sodas; sparkling & still water

LUNCHEON

First Course (Pre-set)
- **Chopped Kale Salad**, *field greens, apple match sticks and stilton crumbles*

Main Course
- **Oven Roasted Barramundi with Charred tomato Coulis,** *Marinated in fresh herbs, garlic and white balsamic vinegar, roasted and drizzled with tomato coulis*

Vegan Option
- **House made Manicotti,** *Fresh pasta noodles filled with roasted wild mushrooms and served with fresh basil tomato sauce*

Dessert Course
- **Chocolate Soufflé**
- **Fruit platter** for each table

Beverages
- Iced tea and lemonade
- Assorted canned sodas; sparkling & still water
- Coffee, tea and decaf service

POST LUNCHEON RECEPTION

Beverages
- Sparking & still water

OFFICE OF [ENTER OFFICE]
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

PRE-RECEPTION INVITEES

VIPs and Guests:
[ENTER NAME OF INVITED GUEST]
[ENTER NAME], [*guest relationship of invitee*]
[ENTER NAME], [*guest relationship of invitee*]
[ENTER NAME], [*guest relationship of invitee*]

(# OF VIPs & GUESTS)

VIP SPEAKER(s) & Guests:
[ENTER NAME OF VIP SPEAKER]
[ENTER NAME], [*guest relationship of speaker invitee*]

(# OF VIP SPEAKER(s) & GUESTS)

Montgomery County Elected Officials and Guests
[ENTER NAME OF INVITED ELECTED OFFICAL]
[ENTER NAME], [*guest relationship of invitee*]
[ENTER NAME], [*guest relationship of invitee*]
[ENTER NAME], [*guest relationship of invitee*]
[ENTER NAME OF INVITED ELECTED OFFICAL]
[ENTER NAME OF INVITED ELECTED OFFICAL]
[ENTER NAME OF INVITED ELECTED OFFICAL]

(# OF VIP ELECTED OFFICAL & GUESTS)

Montgomery College Faculty and Staff
[ENTER NAME OF FACULTY/STAFF], [*enter title*]
[ENTER NAME OF FACULTY/STAFF], [*enter title*]
[ENTER NAME OF FACULTY/STAFF], [*enter title*]
[ENTER NAME OF FACULTY/STAFF], [*enter title*]
[ENTER NAME OF FACULTY/STAFF], [*enter title*]

(# OF MC FACULTY/STAFF)

Montgomery College Students
[ENTER NAME OF STUDENT], [*enter title*]
[ENTER NAME OF STUDENT], [*enter title*]
[ENTER NAME OF STUDENT], [*enter title*]
[ENTER NAME OF STUDENT], [*enter title*]
[ENTER NAME OF STUDENT], [*enter title*]
[ENTER NAME OF STUDENT], [*enter title*]

(# OF MC STUDENTS)

TOTAL RSVP GUEST   *(TOTAL # OF EVENT GUESTS)*

MONTGOMERY COLLEGE

OFFICE OF [ENTER OFFICE]
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

ASSIGNED SEATING
TABLES 1-7

TABLE 1
1. [ENTER NAME]
2. [ENTER NAME]
3. [ENTER NAME]
4. [ENTER NAME]
5. [ENTER NAME]
6. [ENTER NAME]
7. [ENTER NAME]
8. [ENTER NAME]
9. [ENTER NAME]
10. [ENTER NAME]

TABLE 2
1. [ENTER NAME]
2. [ENTER NAME]
3. [ENTER NAME]
4. [ENTER NAME]
5. [ENTER NAME]
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7. [ENTER NAME]
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9. [ENTER NAME]
10. [ENTER NAME]

TABLE 3
1. [ENTER NAME]
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TABLE 4
1. [ENTER NAME]
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10. [ENTER NAME]

TABLE 5
1. [ENTER NAME]
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8. [ENTER NAME]
9. [ENTER NAME]
10. [ENTER NAME]

TABLE 6
1. [ENTER NAME]
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4. [ENTER NAME]
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9. [ENTER NAME]
10. [ENTER NAME]

TABLE 7
1. [ENTER NAME]
2. [ENTER NAME]
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7. [ENTER NAME]
8. [ENTER NAME]
9. [ENTER NAME]
10. [ENTER NAME]

TOTAL (70)

MC
MONTGOMERY
COLLEGE

OFFICE OF [ENTER OFFICE]
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[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

RECOMMENDED PHOTOS

Pre-Luncheon Reception
[ENTER LOCATION]
11:15 – 11:45 a.m.   [ENTER NAME] and [ENTER NAME]
        [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME], [ENTER NAME] and [ENTER NAME]

Lecture
[ENTER LOCATION]
12:00 – 1:30 p.m.   [ENTER NAME] and [ENTER NAME]
        [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME], [ENTER NAME] and [ENTER NAME]

Post-Luncheon Reception
[ENTER LOCATION]
1:30 – 2:00 p.m.   [ENTER NAME] and [ENTER NAME]
        [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME] and [ENTER NAME]
        [ENTER NAME], [ENTER NAME], [ENTER NAME] and [ENTER NAME]

Your photographer: [ENTER NAME OF PHOTOGRAPHER], until 2:00 p.m.

-

OFFICE OF SPECIAL EVENTS
[ENTER THE NAME OF THE EVENT]
[ENTER EVENT DAY, DATE] at [ENTER EVENT START TIME]

STAFF CONTACT SHEET

Event Managers

[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX

Staff

[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX

Audio-Visual Staff

[ENTER NAME]	XXX.XXX.XXXX
[ENTER NAME]	XXX.XXX.XXXX

Photographer

[ENTER NAME]	XXX.XXX.XXXX

Speakers

[ENTER NAME]	XXX.XXX.XXXX

I.T.

[ENTER NAME]	XXX.XXX.XXXX