

**BRIEFING NOTE**  
**{Department Which Prepared}**

Event Name or Issue Name:

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**KEY MESSAGE:**

- *{One to three talking points, primary message first. Prepared with or by Communications staff}*

**CURRENT SITUATION:**

- *{Short intro to describe the issue or situation - should also indicate action underway}*

**BACKGROUND:**

- *{History of the issue including any related issues}*

**RECOMMENDATION/ADVICE (if appropriate):**

- *{Includes what staff would suggest needs to be done in response to the issue/situation - could include options for Executive Council if appropriate}*

**PREPARED BY:** (name/title/phone number)  
**DATE:** (date)  
**CONTACT:** (name/title/phone number)