

Academic Calendar Briefing for Event Coordinators

Date: [Insert Date]

To: All Event Coordinators

From: [Your Name]

Subject: Briefing on the Academic Calendar for Upcoming Events

Dear Team,

I hope this message finds you well. As we approach the new academic year, I would like to take this opportunity to brief you on the key dates and events listed in our academic calendar that will require your attention and coordination.

Key Dates to Remember

- Orientation Day: [Insert Date]
- First Day of Classes: [Insert Date]
- Midterm Exams: [Insert Dates]
- Final Exams: [Insert Dates]
- Graduation Ceremony: [Insert Date]

Upcoming Events

Below are events scheduled throughout the semester that need your coordination:

1. Welcome Back Event: [Insert Date]
2. Homecoming: [Insert Date]
3. Fall Festival: [Insert Date]

Action Items

As event coordinators, please ensure the following:

- Review the attached academic calendar for all pertinent details.
- Confirm your availability for the listed events.
- Coordinate with relevant departments for resources and logistics.

Thank you for your attention to this matter. I look forward to our collaboration in planning these important events and making this academic year a success!

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]