Example Format for Background Information, Program Flow and Remarks for an Event with President Young

Questions about logistics?
Contact Kimberly McGinty at 979-862-5983 or kimberly@tamu.edu
Questions about remarks?
Contact Ann Kellett at 979-845-2217 or akellett@tamu.edu

Retirement Reception Honoring John Smith for Service as Vice President
Wednesday, August 9, 2013
Reception 3:30 p.m., Remarks 4:30 p.m. // President Speaks at 4:33 p.m.
Annenberg Presidential Conference Center

Audience: About 75 colleagues, friends and relatives of John Smith. Attendees to thank and acknowledge are Robert Gonzales, mayor of College Station; Bob Keller, state senator representing District 6; Henrietta Smith, John’s wife; Betsy Smith, his daughter; and Peter Smith, his grandson.

Purpose: To thank John Smith for his service as Vice President from May 2008 through August 2013.

Program flow:
- 3:30 p.m. Guests begin arriving.
- 4:30 p.m. Bill Jones welcomes everyone and introduces President Young.
- 4:33 p.m. President Young gives remarks.
- 4:40 p.m. Bill Jones introduces Student Body President Amy Aggie (senior finance major from Snook).
- 4:41 p.m. Amy Aggie gives remarks, then asks John Smith, President Young and Bill Jones to come to the podium. Amy presents John with a signed football. (Pose for photos.) Amy asks John to speak.
- 4:48 p.m. John gives remarks.
- 4:52 p.m. Bill Jones gives concluding remarks.
- 4:55 p.m. Singing Cadets perform.
- 5:30 p.m. Reception ends.
Points to emphasize:

- Texas A&M is a national role model in the area led by John.
- As vice president, John added 87 new programs for students; doubled fundraising to $40 million annually; and wrote a best-selling book about the program at Texas A&M.
- This is an exciting time for this division at Texas A&M, thanks to John. We wish him all the best in retirement.

I. WELCOME AND ACKNOWLEDGEMENTS

A. List of people to thank and acknowledge

B. Brief summary of John’s time at Texas A&M

C. Story or anecdote that describes John and his leadership

II. TEXAS A&M’S REPUTATION FOR EXCELLENCE IN THIS AREA

A. John has been an outstanding leader:

1. 87 new programs for students;
2. doubled fundraising to $40 million annually; and

3. wrote a best-selling book about the program at Texas A&M.

III. WHERE WE’RE HEADED

A. John put together an excellent team.

B. This is an exciting time for Texas A&M in this area:

   1. Reason #1

   2. Reason #2

   3. Reason #3

C. Thank you, John, for your service. We wish you the best in retirement.