

CONFIDENTIAL

**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)**NOTES:**

The Briefing Note must be prepared on 8 ½ X 14 paper using Arial 10-12.

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