

Events Invitation Address Checklist

Event: _____

Date: _____

Incl.	Group	Approx .#	Contact
	Board of Trustees (all)	19	Frances Henson (President's Office)
	Board of Trustees (local)	7	Frances Henson (President's Office)
	President's Administrative Council	12	Frances Henson (President's Office)
	All USA Faculty, Staff, Admin	2,762	Freda Lee (Human Resources)
	All USA Faculty, Staff, Admin (email blast)		Marketing & Communications (see - http://www.southalabama.edu/departments/publicrelations/emailprocedures.html)
	University Deans	14	Freda Lee (Human Resources)
	Hospital Administrators	3	Freda Lee (Human Resources)
	Associate/Assistant Vice Presidents		Freda Lee (Human Resources)
	Associate/Assistant Vice Presidents		Freda Lee (Human Resources)
	Associate/Assistant Deans		Freda Lee (Human Resources)
	Chairs		Freda Lee (Human Resources)
	Department Heads/Directors (academic)		Freda Lee (Human Resources)
	Department Heads/Directors (non-academic)		Freda Lee (Human Resources)
	Department Managers		Freda Lee (Human Resources)
	General Faculty (campus-wide email)		Marketing & Communications (see - http://www.southalabama.edu/departments/publicrelations/emailprocedures.html)
	Faculty Senate Executive Committee	11	Frances Henson (President's Office)

Faculty Senate Officers	4	Frances Henson (President's Office)
USA Retirees	1,553	Angie Greer (Human Resources)
USA Foundation Board	22	Frances Henson (President's Office)
USA Natl Alumni Association Officers	4	Shea Sadler (Development)
USA Natl Alumni Association Board of Directors	25	Shea Sadler (Development)
USA Natl Alumni Assoc Past Presidents	35	Shea Sadler (Development)
USA Natl Alumni Assoc - Lifetime members email blast		Karen Edwards (Alumni)
USA Natl Alumni Assoc - all dues paying members email blast		Karen Edwards (Alumni)
USA Medical Alumni Assoc - Officers	3	Shea Sadler (Development)
USA Medical Alumni Assoc Board of Directors	15	Shea Sadler (Development)
USA Medical Alumni Assoc Past Presidents	27	Shea Sadler (Development)
Development Donor List \$500,000+	53	Shea Sadler (Development)
Development Donor List \$250,000+	74	Shea Sadler (Development)
Development Donor List \$100,000+	153	Shea Sadler (Development)
Development Donor List \$25,000+	375	Shea Sadler (Development)
Development Donor List \$10,000+	700	Shea Sadler (Development)
Development Donor List \$5,000+	1,900	Shea Sadler (Development)
Jaguar Athletic Fund Officers	3	Shea Sadler (Development)
Jaguar Athletic Fund Board of Directors	24	Shea Sadler (Development)
Jaguar Athletic Fund Past Presidents	6	Shea Sadler (Development)
Student Government Association Officers	6	Heather Sprinkle (Student Affairs)
Student Govt Assoc Officers & Senators	37	Heather Sprinkle (Student Affairs)
All Students (email blast)		Marketing & Communications (see - http://www.southalabama.edu/departments/publicrelations/emailprocedures.html)

Mobile Chamber of Commerce Board of Directors	45	Frances Henson (President's Office)
Mobile Chamber of Commerce Board of Directors & Advisors	237	Frances Henson (President's Office)
Alabama Legislators (Statewide)	140	Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
Alabama Legislators (Local - Mobile, Baldwin & Washington County)	16	Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
U.S. Congress - local	8	Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
Mobile City Council & County Commissioners	11	Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
Baldwin County Commissioners	4	Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
Baldwin County Mayors	13	Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
Mobile County School Board		Faith Norfleet (Govt Rel-Montgomery) email: usagov@southalabama.edu
Public via media outlet (newspaper ad, tv spot)		Marketing & Communications
Building Architect and General Contractors (bldg groundbreaking/dedications)		Building Administrative Assistant
Building Occupants		Building Administrative Assistant
Mrs. Fred Whiddon		Frances Henson (President's Office)
Mrs. Geri Moulton		Frances Henson (President's Office)
President's Suite Football Invitation guest list	105	Frances Henson (President's Office)

Other items to consider: