

Steps to use:

...The Approval Form should be completed with as much information as possible at least 2 weeks prior to the scheduled presentation date.

...Send completed digital form to Theresa Thomas or Claudia Teague.

....Information will be sent to TRWD for pre-approval. Presenter will receive confirmation

....At presentation ask attendees to sign in

....After presentation ask attendees to complete an evaluation form

....Following presentation, follow-up with Theresa or Claudia; confirm number of attendees, turn in sign-in sheets and evaluation at monthly meeting.