RAB COMMUNITY PRESENTATION CHECKLIST

Before Presentation:

- ☐ Identify contact person, meeting location, and arrival time
- ☐ Check with location or contact person for overhead projector and screen
- ☐ Schedule co-presenter (Recommend another RAB member. This person would be able to talk about the RAB in informal discussions and could serve as an alternate.)
- ☐ Practice

Day of Presentation:

- ☐ Check on all materials to take
  - Script and overheads
  - After Action Report
  - Handouts
  - Sign-in sheets and pen for additions to mailing list

After Presentation:

- ☐ Collect extra handouts, sign-in sheets, and any other materials
- ☐ Complete After Action Report, mail or fax to Sue Hosmer
- ☐ Advise Sue Hosmer by telephone if questions were asked that were directed to her office.

Additional Comments:

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POSSIBLE HANDOUTS	Was it used?
Environmental Baseline Survey Fact Sheet, April, 1994	☐
History of the Installation Restoration Program, May, 1994	☐
Notification and Investigation Requirements for New Sites, September, 1994	☐
Environmental Information Repository	☐

RAB COMMUNITY PRESENTATION
AFTER ACTION REPORT

Presenter: _____

Group Addressed:

_____

Date: Time: Location:

Contact Name: Telephone:

Number of attendees (actual or estimated):

Specific concerns or questions that were raised:

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Did the group ask for a technical presentation or recommend another group?

☐ Yes ☐ No

If yes, please provide details:

_____

_____

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Followup action: Please provide details on type of followup (telephone call, letter, ...) and information desired. Include contact name or other relevant information.

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Please send this completed form to **Sue Hosmer, Public Affairs Office, NAS Memphis, 7800 3rd Avenue, Millington, TN, 38054-5045**; or fax, (901) 873-5649.