

**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.

Continued

Additional Comments:

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:

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

- Yes No

If yes, please provide details:

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

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.