

**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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.