

A “Request a Professional Development Presentation” form is submitted  
(If you are contacted directly about a presentation, ask them to fill out the form)

**Erica** and **Toni** receive notification email

**Erica** will schedule w/ the requested presenter OR person whose availability and expertise best match the request



If there are questions, particularly re: after-hours presentations, **Erica** will consult with **Toni**.  
She might have to contact the requester for more information before scheduling.

**Erica** will send a calendar invite (including presentation details) to the assigned counselor

**Erica** will send a confirmation email to the requester and copy the assigned counselor



The **assigned counselor** should review the confirmation email details;  
if they need additional information, they should contact with the requester within 48 hours.

The **assigned counselor** will re-confirm presentation details with the requester 24 hours prior to the presentation

The **assigned counselor** must notify **Erica** and **Toni** A.S.A.P. if they need someone to present on their behalf.



After your presentation, submit and track it [HERE](#).