



Scheduling a CETE First 2000 Days Presentation

1. Presenter asks organization if she/he can present.
2. Presenter emails DCF staff person listed below the name and contact information for the organization.

Amanda Reeve
Wisconsin Department of Children and Families
Amanda.Reeve@wisconsin.gov
608-422-6079

3. Staff person contacts the organization to confirm a date, time, location, number of attendees, and audiovisual logistics. The staff person also provides a paragraph about the presentation for outreach and marketing purposes.
4. Staff person confirms that the presenter is available or locates an alternative speaker.
5. Two weeks before the presentation, staff person provides presenter with:
 - The PPT on a flash drive or through agreed electronic method.
 - Materials to hand out–Call to Action cards and more.
 - Reflection Sheet to be filled out by the presenter.
6. Within one week following the presentation, the presenter provides the staff person with the following:
 - Call to Action cards collected at the presentation.
 - Reflection Sheet.
 - Staff reviews action cards and presenter's reflections and decides next steps and who should be responsible for them.