

PROCEDURE MANUAL

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Section:	Administration	Subject:	Speaker's Bureau

PURPOSE

As part of its educational mission the College provides the Speakers' Bureau. The Speakers' Bureau consists of personnel from Arizona Western College, who are available to the public for presentations free of charge on many different topics.

PROCEDURE

The Office of Communications and Marketing at Arizona Western College:

1. Coordinates the Speakers' Bureau.
2. Maintains a list of people who wish to be included.
3. Advertises the opportunity to college personnel annually.
4. Makes this list available annually on the college website and promotes the service to the public.