


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 211.3</b>		
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<b>Section:</b>	Administration	<b>Subject:</b>	Speakers' Bureau

## PURPOSE

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

## PROCEDURE

1. The Office of Public Relations and Marketing at Arizona Western College
  - 1.1 Coordinates the Speakers' Bureau.
  - 1.2 Maintains a list of people who wish to be included.
  - 1.3 Makes this list available annually.