

**Program Briefing Report Form**

1. Date program interpretation event was held.
2. Name(s) of faculty and/or key leaders conducting program interpretation event:
3. Name of legislator and/or staff members attending event:
4. List key comments made by legislator and/or staff members. Emphasis needs to be given to any concerns, questions, and/or points of interest shared during the meeting:
5. List any additional information or follow-up that is expected by the legislator. If a member of administration need to follow-up, please be sure to identify the appropriate person to contact:

1. Other comments relevant to the program interpretation event:

Upon completion of interpretation events, submit report to DEA.