



PCC Week Coordinator Responsibilities:

- ✓ Ensure that technology is in place to play the PMG taped message, from the provided thumb drive. You must test play the entire video **before** the event to ensure proper playback material and sound. You must test the video on the same equipment to be used at your event.
- ✓ Ensure that the PowerPoint presentation can be played.
- ✓ Develop and share PCC Day agenda. (*The PCC program office will supply the Postal presenter with a PCC event briefing sheet highlighting key facts about your PCC.*)
- ✓ Please allow one (1) hour on event agenda for HQ speaker, video, PowerPoint and Q/A together.
- ✓ Designate an individual at your event to capture all questions not answered by the presenter. The local designee should ensure answers are obtained and disseminated appropriately.
- ✓ Distribute and collect attendee survey evaluating the day; tabulate data and forward to Area PCC Coordinator. Area PCC Coordinators will share information with HQ PCC liaisons and HQ PCC Program office.