CUSTOMIZABLE DOCUMENT   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Update customizable areas indicated to include:

* Contact Person & Info.
* Internal Timelines/Deadlines
* Add anything else important or others to know

***Save as JPEG or PNG and   
drop in email or PPT or   
other AV Platforms***

A picture containing text, screenshot, font

Description automatically generated

Name / Title / Email Address /   
Phone / Deadline(s)