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| Email to: Lester.Teichman@Toyota.com | See the source image |

# Coordinator Checklist for TMAA Events

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| Event INFORMATION | |
| Coordinator Name: |  |
| Coordinator Contact Number: |  |
| Brief Description of Event: |  |
| Specify Target # of TMs: |  |
| Date of Event: |  |
| What is being requested from TMAA: | Food? Prizes? Supplies? |

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| CHECKLIST | | |
|  | Event Name: |  |
|  | Name of Organization Responsible for Event: |  |
|  | Address: |  |
|  | Name & Position of Contact Person: |  |
|  | Telephone Number of Contact Person: |  |
|  | Email Address: |  |
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