



United States Department of the Interior
National Indian Programs Training Center
1011 Indian School Road NW, Suite 254
Albuquerque, New Mexico 87104
(505) 563-5400



Client Roles & Responsibilities

- Identifies project goals, audience and content topic area.
- Provides Subject Matter Expertise (SME). Designates a single SME as final say.
- Provides course instructor and arranges for other subject matter experts to participate in the actual satellite broadcast and roll-ins, as needed.
- Provides all existing materials – logos, manuals, etc., if applicable.
- Provides presentation talking points and/or script and provides content for presentation graphics.
- Satellite broadcast design: provides activities, events, and materials for the satellite broadcast.
- Promotion and marketing: promotes and markets the satellite broadcast.
- Materials printing and distribution: distributes course materials to sites
- Production: participates in the satellite broadcast dry runs and rehearsals.

Client Signature _____