



Contact Summary

Program _____ Date _____

Consultee(s) _____

Consultant _____

Type of Contact:

- On-site visit
- Telephone call
- Email or mail
- Other (specify) _____

Contact Initiated by:

- Consultant
- Consultee(s)

Duration (hrs:min)

Prep _____

Travel _____

Contact _____

Purpose of Contact _____

Summary of Activities and Discussion _____

Decisions Reached _____

Action Steps for Consultant _____

Action Steps for Consultee(s) _____

Date of Next Contact _____