

[YOUR LOGO]

**The Texas Workforce Commission**

**Jobs and Education for Texans Grant Award Announcement**

*Name of School Receiving Grant*

*in partnership with*

*Name of Partner*

Month, Day, Year, Time

Location of Event

**AGENDA**

**Welcome and  
Introductions**

Name and title of individual giving opening remarks.

We encourage you to coordinate with your local workforce board to ensure all parties involved have the opportunity to speak.

Speaker examples may include:

- Local Workforce Board Executive Director
- College President
- ISD Superintendent
- Elected Officials

**Check Presentation  
and Remarks**

Name of TWC Commissioner and title

**Closing Remarks**

Name and title of individual giving closing remarks