

**Subject Line on Google Meet**: *{Insert TRACS number} Partnering Workshop/Preconstruction Meeting*

**Narrative section**

*{Insert project name}*

Date:

Time:

Location: *{Insert physical address}*

Virtual option: *{Insert Join via Google Meet or there is no virtual option}*

If responding “Yes” in the invite click the down arrow and select one of the following:

Yes, in a meeting room OR Yes, joining virtually

The purpose of this Partnering Workshop is to: begin building a good working relationship among project stakeholders; identify potential issues/challenges within the project; document action items; and develop mutually agreed upon goals to help ensure the team completes a successful project.

The preconstruction meeting will immediately follow the Partnering workshop.

Anyone who would like to learn about Partnering prior to this meeting can click the following link:

[ADOT Partnering Program Overview](https://azdot.gov/sites/default/files/media/2023/02/adot-partnering-program-overview.pdf)

*{Insert any other information pertinent to this meeting}*

You may contact me if you have any questions.

*{Insert contact information}*