

# Southwest Ohio Region Workforce Investment Board Reporting Schedules for 2008

## Reporting Guidelines

- Guidelines apply to reports, handouts, and any other materials to be included in the meeting
- All reports are due no later than close of business on the dates listed below
- Copies of late handouts & reports will need to be made available by the reporting entity at the meeting
- Use MS Word, MS Excel, or MS PowerPoint formats only
- All formatting must be complete with all text & graphics removed from footers prior to submitting
- Email to: [wib@cincinnatiachamber.com](mailto:wib@cincinnatiachamber.com) & CC: [smarshall@cincinnatiachamber.com](mailto:smarshall@cincinnatiachamber.com)

2008

Executive Committee Meeting	WIB Meeting	EWD Council Meeting	Partners Meeting
8 am – 9:30 am	8 am – 10 am	8:30 am – 10 am	8:30 am – 10 am
January 10 Reports due Jan. 2	February 14 Reports due Feb. 6	January 4 Reports due Dec. 21	January 17 Reports due Jan. 9
March 13 Reports due March 5	May 8 Reports due Apr. 30	March 7 Reports due Feb 28	March 20 Reports due March 12
April 10 Reports due April 2	August 14 Reports due Aug. 6	May 2 Reports due Apr. 24	May 15 Reports due May 7
June 12 Reports due June. 4	November 13 Reports due Nov. 5	September 5 Reports due Aug. 28	July 17 Reports due July 9
July 10 Reports due July 2		November 7 Reports due Oct. 30	September 18 Reports due Sept. 10
September 11 Reports due Sept. 3			November 20 Reports due Nov. 12
October 9 Reports due Oct. 1			
December 11 Reports due Dec. 3			

Revised: WIB: 02-07-08