How to best utilize your TBF Office Hours

8. **How do I schedule an appointment?**

    a. Appointments are virtual and can be scheduled by emailing us directly at lab@tbf.org.

    b. If you require any sort of accommodation to participate fully in your appointment, please let us know in your email.

9. **How long are office hours?**

    a. Slots are 25 min each. Please arrive on time!

10. **What should I discuss in my appointment?**

    a. Office hours are used for any questions you have regarding your application, the process, your eligibility, and anything else that you may have questions about. Although we cannot provide answers, we can assist in direction or explaining the questions being asked, which is the best to discuss in an office hour.

11. **How should I begin my appointment?**

    a. After brief introductions, we suggest beginning with the points that are giving you the most difficulty, as that will likely take the most time. If there are quick items to get through first, feel free to start with those! Imagine yourself using most of the time on what you have the most questions on.

12. **What do I need to bring?**

    a. Any relevant drafts, documentation, work samples, clips, versions, that you will need assistance with. It will be extremely beneficial for the editing process to come to your appointment with your documents in an editable format, such as in Word, Google Docs, etc., as opposed to using a PDF.

    b. A notebook, or any other type of device to take notes and record any feedback. You may record if you have permission before beginning your recording.

13. **What questions should I ask?**

    a. There are no right or wrong questions, just questions that will help you craft your own narrative, story, proposal, etc.

14. **Can I have more than one appointment?**

    a. Appointment availability is limited, and on a first come, first served basis. We encourage folks to have just one appointment to leave room for others who are also trying to meet with us. If you would like to meet again, please send us an email at lab@tbf.org to inquire about availability and bandwidth.