

CITY OF DONALSONVILLE
AGENDA APPEARANCE REQUEST FORM

Date: _____ Organization Represented: _____

Name: _____ Address: _____

City: _____ State: _____ Zip Code _____

Home Phone No: _____ Work Phone No: _____ Cell No. _____

I, the above named, hereby request that I be placed on the Council Agenda for the meeting scheduled to be held on _____ 20_____. The subject or matter that I wish to discuss with or present to the Council is:

Subject: _____

Narrative Summary of Subject or Presentation:

I hereby acknowledge that I understand that in order to be placed on the Council Agenda to appear before the Mayor and Council, I must submit a completed written request on this form, or in a substantially similar form by not later than 5:00 P.M. on the Thursday preceding the regular council meeting normally held on the 1st Tuesday of each month. If there is a change in the date and time of the meeting, then I understand that I must submit an application at least five (5) days in advance of the meeting. I further acknowledge that I understand that presentations before the Mayor and Council have a time limit of five (5) minutes, and I agree that my discussion or presentation will be made within that time limit.

Print Name

Signature