



## TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to the requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

### MEETING INFORMATION

Date Submitted: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_  
Submitted by: \_\_\_\_\_ Time Required: \_\_\_\_\_  
Department: \_\_\_\_\_ Background Info. Supplied: Yes ☐ No ☐  
Speakers: \_\_\_\_\_

### CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

### TITLE OF ITEM

### DESCRIPTION OF ITEM

### REFERENCE (IF KNOWN)

RSA: \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
Charter Article: \_\_\_\_\_ Town Meeting: \_\_\_\_\_  
Other: \_\_\_\_\_ N/A: \_\_\_\_\_

### EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

### CONTACT INFORMATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### APPROVAL

Town Manager: Yes ☐ No ☐ Chair/Vice Chair: Yes ☐ No ☐

Hold for Meeting Date: \_\_\_\_\_