

COUNCIL AGENDA ITEM FORM

MEETING DATE: _____

Time Specific: _____

In-Camera

Open (Public) Session

Council Open House

Title: _____

Purpose: _____

Presenter(s) (Name(s) & Title): _____

Amount of time needed: _____ (Public Presentations: 10 min max, Council Open House: 5 min max)

Enclosure

Handout

Verbal

Power Point – presentations should be loaded, tested and ready to go **at least one day prior to the council meeting date**. A copy should be provided via email to the Director of Legal & Legislative Services **one week** prior to the council meeting.

Contact Name: _____

Mailing Address: _____

Phone No(s): _____

Email Address: _____

Request Date: _____

Have you been in contact with a member(s) of the Bruderheim Town Council regarding your presentation? _____

If so, who? _____

The information collected on this form will be used solely by the Director of Legal & Legislative Services to prepare for the up-coming Bruderheim Town Council meeting.

Contact the Director of Legal & Legislative Services at (780) 796-3731 for all inquiries.