

REQUEST FOR APPOINTMENT ON METCOM COMMISSIONERS' AGENDA

DATE OF APPOINTMENT REQUESTED: _____

EXECUTIVE SESSION __YES__NO

AMOUNT OF TIME NEEDED FOR PRESENTATION: _____

WILL YOU BE USING POWER POINT FOR YOUR PRESENTATION? _____

(If so, you must bring your own lap top and an experienced operator)

NAME OF INDIVIDUALS/GROUP *(Please list all who will be attending with his/her title):*

SPECIFIC PURPOSE

PLEASE INDICATE WHICH COMMISSION PERSONNEL SHOULD BE AVAILABLE

ACTION EXPECTED BY COMMISSIONERS

OTHER COMMENTS:

NAME AND TELEPHONE NUMBER OF PERSON ARRANGING APPOINTMENT

Name

Telephone Number

NOTE: This form and any back up documents must be submitted to the MetCom Office at least one week prior to the meeting in order for your item to be scheduled on the agenda. Include 11 sets of the form, outline of presentation, and any other documents.