

**REQUEST FOR APPOINTMENT ON METCOM COMMISSIONERS' AGENDA**

**DATE OF APPOINTMENT REQUESTED** (*Indicate specific meeting date*): \_\_\_\_\_

**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*):

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**SPECIFIC PURPOSE:**

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**PLEASE INDICATE WHICH COMMISSION PERSONNEL SHOULD BE AVAILABLE:**

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**ACTION EXPECTED BY COMMISSIONERS:**

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**OTHER COMMENTS:**

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**NAME, EMAIL AND TELEPHONE NUMBER OF PERSON ARRANGING APPOINTMENT:**

Name	Email Address	Telephone Number
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***NOTE:*** *This form and any back up documents must be submitted to the MetCom Administrative Office, 23121 Camden Way, California, MD 20619, at least one week prior to the meeting in order for your item to be placed on the agenda. Include 11 sets of the form, outline of presentation, and any other associated documents. If you have any questions, please call 301-737-7400 X 213.*