

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Meeting Date Requested:	Contact Phone and E-mail:
Presenter's Name, Title and Name of Organization:	Exact Wording for Agenda:
Amount of Time Requested for Presentation:	Will there be handouts? (if yes, include with meeting request form)
Will handouts require SIGNATURES? Please check the box and briefly explain if your item should be marked confidential: <input type="checkbox"/> Check Box	If you are submitting a Resolution or Proclamation- please email, in Word Format, to carrie.long@sublettewyo.com
Informational Item: Yes <input type="checkbox"/> Check Box No <input type="checkbox"/> Check Box	Action Item: Yes <input type="checkbox"/> Check Box No <input type="checkbox"/> Check Box
Additional Information:	

INSTRUCTIONS:

- * All requests to be added to the agenda, along with handouts, must be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to County Clerk Carrie Long at carrie.long@sublettewyo.com.
- ** If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.**
- * All **original** documents requesting action or signature must be submitted to County Clerk Carrie Long for distribution of the packet and retention.
- * If you are presenting a **Resolution or Proclamation**, it must be submitted in Word format and emailed to carrie.long@sublettewyo.com.
- * As always, if you unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item may be rescheduled.
- * In order to determine placement on the agenda, please review the county website www.sublettewyo.com on Thursday afternoon by clicking "**Commissioner's Agenda**".
- * If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- * If you are unable or need assistance in submitting a "Meeting Request Form" contact Carrie Long at 307-367-4372 or carrie.long@sublettewyo.com for assistance.