

GILPIN COUNTY COMMISSIONERS MEETING AGENDA REQUEST FORM

This form must be given to the Deputy Clerk of the Board of County Commissioners no later than 12 p.m. on Wednesday, two weeks preceding the meeting you wish to attend. Access the Board's meeting dates by clicking [here](#). **Scan** completed form to scate@gilpincounty.org.

Meeting date requested: Tuesday, _____, _____

Time sensitive: no yes Action required by: (date) _____

Starting time requested (meetings begin at 9a, first item at 9:05a): _____

Length of time needed for presentation & discussion: _____

Presenter(s) name(s) and title(s): _____

Agency represented: _____

Presenter phone #: _____ Presenter email: _____

Alternate email address: _____

(Presenters should provide business cards to the Deputy Clerk at the meeting.)

Printed information to be provided: no yes (10 copies, **plus** originals for signature, etc.)

Action requested: _____

Fiscal impact (if known): \$_____ one-time annually

Equipment needed: projector screen easel flipchart

other: _____

Please allow adequate time to travel to Central City and find parking prior to your scheduled presentation time. For directions or other assistance, please call 303-582-5214 x2620.