



## Request for Making a Presentation at a City Council Meeting

City Council Policy, Rule 4.C: Scheduling Agenda Items, describes how items of City business, as well as presentations, are placed on Council meeting agendas: *The Mayor may place any item on an agenda for consideration or discussion by the Council. Any two (2) councilmen may place an item on the agenda for consideration or discussion by the Council.*

The Prescott City Council meets the second and fourth Tuesday of each month for a Study Session meeting at 1:00 p.m., and a Voting Meeting at 3:00 p.m. Meetings are held in the Council Chambers, 201 South Cortez Street, Prescott, AZ 86303, unless otherwise indicated on the meeting agenda.

Presentations are by invitation of the Council, and expected to be brief, not exceeding five (5) minutes. A request to make a presentation may be made by completing this form and returning it to the Office of the City Clerk, 201 South Cortez Street, Prescott, AZ 86303. Alternatively, the form may be faxed to: Attn: City Clerk's Office, (928) 777-1255; or e-mailed to: [city.clerk@prescott-az.gov](mailto:city.clerk@prescott-az.gov). The City Clerk's Office will convey to requesting individuals whether their request has been approved.

Name of individual requesting to make a presentation \_\_\_\_\_

Name of Organization \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Brief description of presentation (Please include why you would like to make this presentation to the City Council and how it relates to the business of the City):

Date requested for presentation      First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Approval: Mayor \_\_\_\_\_

Approval: Councilman \_\_\_\_\_ Councilman \_\_\_\_\_

Presentation approved for meeting date of \_\_\_\_\_