



# SPEAKER REQUEST FORM

**DATE OF MEETING:** \_\_\_\_\_

- *Speaker request forms must be given to the City Clerk before the start of the meeting.*
- *Visual aids may not be used by the Speaker during the Council meeting. However, the Speaker may submit written material to the City Clerk when submitting the Speaker Request Form. If the Speaker desires the Mayor and all Aldermen to have a copy of the written material, please submit eleven (11) copies of the material to the City Clerk.*
- *The Mayor will call you at the appropriate time to speak. Please state your name prior to your comments.*
- *Please limit your remarks to three (3) minutes or less.*

**NAME** *(please print):* \_\_\_\_\_

**ADDRESS** *(optional):* \_\_\_\_\_

**PHONE NO.** *(optional) :* \_\_\_\_\_ **EMAIL ADDRESS** *(optional):* \_\_\_\_\_

**I WISH TO BE HEARD BY THE CITY COUNCIL ON THE FOLLOWING:**

AGENDA ITEM NO.	AGENDA ITEM DESCRIPTION
-----------------	-------------------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I request to speak during the Council meeting. I understand I have the ability to address those present, but also understand that this will not be a question and answer format.

**SIGNATURE OF SPEAKER:** \_\_\_\_\_