



FAYETTE COUNTY AGENDA REQUEST FORM

Preferred Meeting Date: _____

If a specific date is needed, please provide reason for specific date: _____

Second Choice: _____

Presenter:

Detailed Agenda Item: exactly as it will appear on the agenda:

Amount of time needed (choose 1): 10 minutes or less _____ 15 minutes _____ 30 minutes _____

1 hour _____ - *please explain* _____

Choose one:

1. Actionable Item: _____

Recommended motion (*Please list the exact wording the Commission should use to approve*):

Is there a financial ask? Yes _____ No _____

Outside Agencies: If you answered yes to a financial request, you must fill out the Funding Request Application for considerations during Budget Sessions in March. Deadline for Submission is February 1 annually.

2. Presentation Only: _____ (no motion needed)

All documents associated with this agenda item must be received with the request.

Contact Information:

Email Address: _____

Phone Number: _____

Office Use:

Date received: _____

Notes: