



Meeting Agenda Request Form
104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Contact Information:

- Name: _____
- Title: _____
- Organization: _____
- Phone: _____
- Email: _____
- Physical Address: _____

Date Requested:

- Meeting Date: _____

Subject:

(Suggested wording to be put on the agenda)

Brief Statement on Action Requested:

(What action is being requested of the Town Council?)

Narrative Description of Presentation/Request:

(Include background information)

Is this a funding request? Yes ____ No ____

If yes, what amount? \$ _____

Supporting Documentation:

- Attach supporting documents for the request (or documentation in support of denial).
- If no supporting documentation, please explain:

Signature: _____ **Date:** _____

Submission of this request does not guarantee placement on a meeting agenda. All requests are subject to review and approval in accordance with established policies and scheduling considerations.