



2020

**Board Presentation Request Form**

*Please note new process & presentation*



Today's Date: \_\_\_\_\_

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

Requested Board Date: \_\_\_\_\_ or \_\_\_\_\_

Reason: \_\_\_\_\_

Sponsoring Board Member (Who will read): \_\_\_\_\_

Type of Presentation (Circle One): Certificate    Proclamation    Speaker (1 minute)

Other: \_\_\_\_\_

*\*Note: The full proclamation will no longer be read. Please draft a "summary" to be attached to the proclamation for the reading.*

Please describe the presentation requested. Include supplemental documents as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\*Please Note: Presentations are to be no longer than 3 minutes in total length.**

For Chairman Use Only

Chairman's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Approved Board Date: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed "Summary" for reading attached: Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_