



STILL PIONEERING

CITY COUNCIL MEETINGS

Request to Speak & Guidelines for Accompanying Documents

NAME (Print): \_\_\_\_\_ MEETING DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

Topic(s) on which you wish to speak: \_\_\_\_\_

Are you speaking as the legal or authorized representative of an organization or group? ( ) yes ( ) no
If yes, please print name of organization or group. \_\_\_\_\_

( ) I understand I have 3 minutes for agenda topics or 5 minutes for public hearing topics.

Present this form prior to the meeting to the designated city staff person outside the Council Hearing Room.

Thank you.

ACCOMPANYING DOCUMENTS (Maps, Plans, Diagrams, Photos, etc.)

Print Items Do you have printed documents to present at the meeting? ( ) yes ( ) no
If yes, present documents prior to the meeting to the designated city staff person outside the Council Hearing Room.

Electronic Files Did you submit electronic files to present at this meeting? ( ) yes ( ) no
To present electronic files, you must complete the form "Review Process for Electronic Files" and submit files by the deadlines below.

The City of Stillwater will review files for viruses or other harmful components. You will be notified by email when files are approved. If not approved, you will have one day to resubmit files. Files will be downloaded on the computer in the Hearing Room on the meeting date.

Deadlines: Monday Meetings: Electronic files must be received the prior Thursday by 5:00p.m.
Tuesday Meetings: Electronic files must be received the prior Friday by 5:00p.m.
Thursday Meetings: Electronic files must be received the prior Tuesday by 5:00p.m.

FOR CITY USE ONLY

Received: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_