

**GILPIN COUNTY COMMISSIONERS MEETING AGENDA REQUEST FORM**

This form must be given to the Deputy Clerk of the Board of County Commissioners no later than 5 p.m. on Wednesday preceding the meeting you wish to attend. **Scan** to [scate@co.gilpin.co.us](mailto:scate@co.gilpin.co.us).

Meeting date requested: Tuesday, \_\_\_\_\_, \_\_\_\_\_

Time sensitive:  no  yes Action required by: (date) \_\_\_\_\_

Starting time requested (meetings begin at 9a, first item at 9:05a): \_\_\_\_\_

Length of time needed for presentation & discussion: \_\_\_\_\_

Presenter(s) name(s) and title(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agency represented: \_\_\_\_\_

Presenter phone #: \_\_\_\_\_ Presenter email: \_\_\_\_\_

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

**(Presenters should provide business cards to the Deputy Clerk at the meeting.)**

Printed information to be provided:  no  yes (10 copies, **plus** originals for signature, etc.)

Action requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fiscal impact (if known): \$\_\_\_\_\_  one-time  annually

Equipment needed:  PowerPoint projector  screen  easel  flipchart

other: \_\_\_\_\_

Please allow adequate time to reach Central City and find parking prior to your scheduled presentation time.  
For directions or other assistance, please call 303-582-5214.