

**TOWN OF TONOPAH
AGENDA ITEM REQUEST
FOR PRESENTATION ONLY**

Agenda Item No. _____

The Tonopah Town Board meet the 2nd and 4th Wednesday of each month, 6:00 p.m. at the Tonopah Convention Center, 301 Brougner Avenue, Tonopah, NV. To request placement on a future Tonopah Town Board agenda, please complete the information below and submit it to the Deputy Town Clerk at 140 S. Main Street, Tonopah, Nevada, or by email to jmills@tonopahnevada.com at least seven (7) business days prior to the scheduled meeting. ***No action will be taken by the board on a "Presentation Only" agenda item request.***

1. Department or Organization Presenting: _____

2. Request Submitted By: _____

3. Requestor's Email Address: _____

4. Requestor's Phone Number: _____

5. Presentation only (Briefly Describe the Topic of the Presentation)

6. Meeting Date: _____ Time Requested for Presentation: _____

7. In order to facilitate the review and consideration of an agenda item presented to the Town Board, please include all documents or any relevant material or information with this request.

Do you require any special equipment for your presentation: ☐ Yes ☐ No

If you answered yes, please place a check mark in the box next to the equipment requested:

☐ Podium ☐ Microphone ☐ Projector ☐ Other: _____

SIGNATURE

DATE

FOR TOWN USE ONLY:

REQUEST RECEIVED BY: _____

DATE RECEIVED: _____ ***MEETING DATE:*** _____

NOTES: _____
