

Public Speaker Request Form

Name: _____ Organization (if applicable):
_____ Contact Information:

- Email: _____
- Phone Number: _____
- Preferred Method of Contact: Email Phone Call

Meeting Details: Date of Board Meeting: _____ Time:

Agenda Item: Please provide a brief description of the topic you would like to address during the board meeting:

Estimated Time Required for Presentation: _____

Supporting Materials: Please indicate if you will be submitting any supporting materials along with your request (e.g., presentation slides, documents, handouts):

- _____ Yes, I will be submitting supporting materials.
_____ No, I will not be submitting supporting materials.

Confirmation: By signing below, I acknowledge that I will abide by any time limits or guidelines set by the board for speakers and that I will respect the code of conduct to ensure a productive and respectful environment for all participants.

Signature: _____ Date: _____

Please return this form to the Administrative Assistant at bdaniel@clinchmh.org or (912) 470-2345.

**The deadline to register is the Wednesday prior to the meeting by 3:00pm*