

Town Meeting/Work Session Presentation/Briefing Form

Meeting type (Please circle one): Town Meeting Work
Session

Name & Title of speaker/business name:

Contact information: _____

Description or Title of presentation/briefing:

Amount of time needed for
presentation/briefing: _____

Will audio visual equipment be needed (please be specific on your needs for
example: screen & projector, or just screen and you will provide your own
equipment) A screen is not available for the work session:

Any other requests or information:
