City of Cave Junction  
PO Box 1396 – 222 W. Lister Street  
Cave Junction, OR  97523  

Subject: AGENDA REQUEST  

Topic: _____________________________________________________________

Time needed for presentation/discussion: ________
Date you wish to address Council: ________
Will you be providing documents for Council’s review? ________
Will your presentation include a power point? ________

- Date you are placed on the agenda may be effected by the date of your event/topic, the time requested for your presentation, and the current size of the agenda. You will be notified of the agenda date your topic has been placed on if different than what you have requested.
- Provide one (1) full set of any supporting documents five (5) business days before the council meeting. Supporting documents need to be added to the agenda packet and will be provided to Council for review before the Council meeting.

Provide a summary of what you will be discussing with Council:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Specify the action you wish Council to take:  
☐ Proclamation (please provide sample)  
☐ Letter of Support  
☐ Information Only – No Action required  
☐ Council Approval  
☐ Other

If other briefly explain:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Submitted by: __________________________________________
Street Address: __________________________________________
Mailing Address: _________________________________________
Telephone No.: ________________________________