



Today's Date: \_\_\_\_\_

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.: \_\_\_\_\_