

Meeting Request

Teams

In Person

Hybrid

Topic (IE: New project, discuss comments, verify code requirement, etc.) _____

Preferred Time/Date _____

Specific Questions/Talking Points _____

Project Name _____

Parcel ID of Property _____

Conference Room Number (if applicable) _____

Required Attendees (indicate staff requestor desires to attend meeting) _____

Optional Attendees (indicate staff requestor deems optional for attendance) _____

Total Number of Attendees (include number of attendees on requestors behalf plus staff; used to determine conference room size needed) _____

Additional Requests _____

Contact information _____