



SCT MEETING AGENDA REQUEST FORM

Meetings are held on the third Monday of each month. All requests must be submitted at least seven days prior to meeting

Date: _____

Date of Meeting: _____

Name: _____

Organization: _____

Address: _____

Phone: _____ Cell: _____

Email address: _____

Public Presentation: Yes / No (limited to 10 minutes)

Agenda request pertains to: **please check one**

Information Only _____ Action Item _____ Discussion/Action _____ Report _____

Other: _____ Deadline for Decision: _____

Brief description of topic to be discussed:

Please attach any documents that you wish to be considered, providing factual and background information will be helpful in reviewing your agenda request. Additional handouts will not be permitted during the meeting.

Signature: _____

Please return to: Lu Scudder

128 W. Main Street Vevay, IN 47043

812.427.3237

Lu@switzcotourism.com

PLEASE NOTE: You will be notified by phone, letter or email when you have been approved to the agenda. Submission of form does not insure that you will be added to the meeting agenda, in some instances, your information will be forwarded to the appropriate committee for review and then for recommendation to the commission.