



## 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:

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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: Lacey Ekberg  
128 W. Main Street Vevay, IN 47043  
812.427.3237  
[Lacey@switzcotourism.com](mailto:Lacey@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.