

# AGENDA ITEM ACTION REQUEST FORM SUBMISSION INSTRUCTIONS

---



## Procedural Steps

1. Contact the town manager (828-268-6200 or john.ward@townofboone.net) so that he may provide an initial review of your request.
2. Proceed with agenda request form if your request requires an appearance before Town Council (as determined during your meeting with the town manager).
3. Submit completed form to town clerk in person (Town Hall, 567 W. King Street) or by e-mail (christine.pope@townofboone.net). The deadline to submit agenda items will always be the Friday two weeks prior to the meeting date by 5 p.m. If received after this deadline, your request will go on the agenda for the next month.

## General Format

- Submission should be structured using the attached Town of Boone Agenda Item Action Request Form.
- Information should be typed (form available in fillable PDF format or can be requested from town clerk in Word format). Standard 12 pt. font in Times New Roman is preferred.
- If items do not apply, please insert "n/a."

## Agenda Item Template

- Submitted By: Enter the contact person who will be presenting the request before Council at the meeting.
- Department: Enter the originating department or organization of which this request is on behalf.
- Contact Phone: The phone number for the contact person who will be presenting the request.
- Date Submitted: Date in which request form is submitted to town clerk.

- E-mail: The e-mail address for the contact person who will be presenting the request. A finalized agenda will be sent to the contact person by e-mail Friday of the week prior to the meeting date.
- Date of Council Meeting: The date of the Council meeting on which you would like your request to be included.
- Council Action Request: Please check the box “For Action” if you are requesting that Council take action on your request (i.e. a vote) or “For Information” if you are sharing information only with no request for action. Also, under the check boxes, please provide no more than one or two sentences identifying the action to be requested or information to be shared.
- Summary of Information: Please provide as much information as you can regarding your request and/or presentation for Council to review prior to your requested appearance. You will only have five minutes to speak and answer questions during your time before Council, so any information that can be provided ahead of time is greatly appreciated. Some items to consider including in your summary are:
  - ❖ Background information on the request or presentation
  - ❖ Information on whether the item has been coordinated with any Town departments
  - ❖ Include any costs associated with your request
  - ❖ Any impact your request might have – this might be a budget impact, community impact, etc.
- Attachments: If you are planning to show a presentation or have some other form of documentation you would like to share with Council, this will need to be submitted with your action request form in order to be included in the Council meeting packet. Town staff will provide the necessary equipment for you to give your presentation to Council and will have it set up for you prior to the meeting. All attachments should be sent in PDF format if possible. Please give a title to any attachments that will adequately identify what the attachments are. If your presentation is not available in PDF, please contact the town clerk to coordinate.

**If you have any questions, please contact Town Clerk Christine Pope at 828-268-6200 or [Christine.Pope@townofboone.net](mailto:Christine.Pope@townofboone.net)**



## TOWN OF BOONE AGENDA ITEM ACTION REQUEST FORM

**This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.**

Submitted By: \_\_\_\_\_ Department: \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Council Meeting to consider this item: \_\_\_\_\_

Council Action Requested:      For Action       For Information

**Summary of Information:**