

**The Town of Urbana
Request for Meeting Agenda Item**

The Town of Urbana requires prior notice in order to be placed on a Town Board Meeting Agenda. All requests need to be submitted and approved one week prior to the meeting along with any relevant materials for the Boards review.

Name: _____

Date of Meeting: _____

Organization: _____

Subject: _____

Amount of time needed: _____

(Typically one person speaking and 10 minutes or less allowed)

Contact Name: _____

Phone number: _____

Email Address: _____

For Office Use:

Date received: _____

Approved or Denied: _____