



BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Meeting Date Requested:	Presenters Name:
Department or Organization:	Contact Phone:
Exact Wording for Agenda:	Preference of Placement on Agenda:
Will there be handouts? (If yes, see below):	Will handouts require SIGNATURES:
Additional Information:	

- All requests to be on the agenda for a meeting, complete form and email or fax to arellanos@sweet.wy.us one week before scheduled meeting, Tuesday by 10:00a.m.
- All handouts are due by Wednesday, 12:00 p.m.
- Any documents requiring Board action or signature are considered agenda items and need to be requested in the same manner.
- All handouts needing copies made must be electronically submitted to Sherry. If there is not an electronic version, a physical copy must be turned in by the same due date.
- A copy of all documents requesting action/signature that become agenda items must also be provided to Sherry.
- If you are unable to attend after getting onto an agenda, please send a representative in your place. To determine placement on the agenda, please check www.co.sweet.wy.us/commissioner on Wednesday afternoons.
- If you submitted a request to be on an agenda AFTER the deadline, you will be considered for the next meeting date.



- The following are meeting dates for 2010. These will be updated on the above stated website in the near future. They are as follows:

JANUARY 05, 2010
FEBRUARY 02, 2010
MARCH 02, 2010
APRIL 06, 2010
MAY 04, 2010
JUNE 01, 2010
JULY 06, 2010
AUGUST 03, 2010
SEPTEMBER 07, 2010
OCTOBER 05, 2010
NOVEMBER 02, 2010
DECEMBER 07, 2010

JANUARY 19, 2010
FEBRUARY 16, 2010
MARCH 16, 2010
APRIL 20, 2010
MAY 18, 2010
JUNE 15, 2010
JULY 20, 2010
AUGUST 17, 2010
SEPTEMBER 21, 2010
OCTOBER 19, 2010
NOVEMBER 16, 2010
DECEMBER 21, 2010