# MEETING REQUEST FORM

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| **Meeting Date Requested:**<br>June 4, 2024 | **Contact Phone and E-mail:** |
| **Presenters Name, Title and Name of Organization:**<br>Cindy Lane, County Clerk | **Exact Wording for Agenda:**<br>9:45- Santa Fe Southwest Grill Catering Permit for the Solvay Picnic |
| **Preference of Placement on Agenda & Amount of Time Requested for Presentation:** | **Will there be handouts? (If yes, include with meeting request form)**<br>Yes |
| **Will handouts require SIGNATURES?**<br>Yes<br>**SHOULD THE ITEM BE MARKED CONFIDENTIAL?**<br>No | If you are submitting a Resolution or Proclamation, please forward in Word format to:<br>shoemakers@sweetwatercountywy.gov |
| **Additional Information:** | |
| **Attachments:**<br>SANTA FE.pdf | |

## INSTRUCTIONS:

- All requests to be added to the agenda, along with handouts and original documents to be signed, must be submitted in writing on the "Meeting Request Form" by Tuesday at 10:00 a.m. prior to the scheduled meeting and returned in person or electronically to Administrative Assistant Sally Shoemaker at: shoemakers@sweetwatercountywy.gov
  *****If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- If you are presenting a **Resolution or Proclamation,** it must be submitted in Word Format and emailed to: shoemakers@sweetwatercountywy.gov
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item may be rescheduled.
- In order to determine placement on the agenda, please review the county website sweetwatercountywy.gov on Thursday afternoon by clicking "Commissioner's Agenda".

- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.

The Board of County Commissioners meets in regular session the first and third Tuesday of every month.

The meetings are open and the public is invited to attend.

The meetings are held in the commission meeting room:

80 West Flaming Gorge Way
Meeting Room #115
Green River, Wyoming
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