



CITY OF PLACENTIA

City Council Presentation Request Form

Requests to make City Council presentations must be submitted three weeks prior to the requested City Council meeting date. The City Council meets every first and third Tuesday of the month at 7:00 p.m. The City Council attempts to limit the length of individual presentations to five minutes.

Request for: Commendation Proclamation Presentation Other

NATURE AND DESCRIPTION OF PRESENTATION:

Please describe the number of participants, any audio or visual equipment that you will set up and utilize, and how long you will require to set up your equipment.

INDIVIDUAL, AGENCY, AND/OR ORGANIZATION ATTENDING CITY COUNCIL MEETING:

Name: Phone:

COUNCIL MEETING DATE REQUESTED:

ALTERNATE DATE:

REQUESTED BY:

Name: Phone:

Address: Email:

If you have any questions about the application process, please contact the City Clerk's Office at (714) 993-8231. You may print this form by pressing the "Print Form" button below. Please return this form to the City Clerk's Office, Placentia City Hall, 401 East Chapman Avenue, Placentia, CA 92870, by fax to (714) 961-0283, or by email to administration@placentia.org by pressing the "Submit by Email" button below.

For Office Use Only:

Date Request Received _____
Approved _____ Not Approved _____ Applicant Notified _____
Date Presented _____ Approved by _____