



# CITY OF ORLANDO

## Appearance Request

(Anyone addressing the Orlando City Council or a City Board must complete this form)

*\*\* If you have any information which you wish to present to City Council for its consideration in formats such as PowerPoint, Video VHS, DVD, the presentation must be submitted to the City Clerk's office no later than the Wednesday immediately prior to the Council meeting in order to have the presentation facilitated for Council viewing and broadcast. If presentations are submitted after that deadline, it may not be possible for them to be played or displayed during the meeting, although hard copies can be submitted to the City Clerk for distribution to Council. Documents and presentations displayed during the City Council meeting shall become a public record and must be submitted to the City Clerk for retention. \*\**

Please follow these procedures when addressing the Council/Board: (City Code Section 2.44)

- At the microphone, give your name and address.
- Direct all remarks to the Council/Board, not to any one member.
- All discussions and questions must be directed to the presiding officer or request permission from the presiding officer to address a member of the Council/Board
- Limit address to (5) five minutes

**Please Print:**

Name:		Telephone:	
Resident Address:			
City:		Zip Code:	
Council Meeting Date:		Agenda Date:	
Regarding:			
As a Proponent	<input type="checkbox"/>	As an Opponent	<input type="checkbox"/>
		For Information	<input type="checkbox"/>
Check One:			
<input type="checkbox"/>	I will be speaking on my behalf		
<input type="checkbox"/>	I will be speaking as a representative of another individual, firm, associate, or business.		
<i>Orlando City Code 2.191 requires full disclosure.</i>			
Name of Person, business or association: _____			
_____			
Address: _____		Telephone: _____	
_____			
Signature:		Date:	