TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365
www.dhaz.gov

Town Council Presentation Request Form

Requests to make a formal Town Council presentation must first be approved by the Town Council at a regular council meeting. The request form is used to accompany a council member's Council Agenda Action Request Form (CAARF) which would sponsor the presentation request. The Form must be submitted to the sponsoring council member at least four weeks prior to the requested Town Council meeting date. The CAARF will be discussed at a Regular Council Meeting for the Council to determine whether to approve the presentation request. The Town Council meets the first and third Tuesdays of the month at 6:30 p.m. for Regular sessions, and the second Tuesday of the month for Study Sessions at 6:30 p.m. Presentations should be limited to 15 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

If approved by Council, presentations that are informational in nature will typically be scheduled for the next available Study Session. Presentations that request a decision or Council vote will typically be scheduled for the next available Regular Meeting.

Nature and Description of Presentation (Please note that this form does not apply to commendation and /or proclamation presentations, and individuals who wish to speak during Public Comment on Non-agendized Items):

_____
_____
_____
_____

Is the Presentation informational in nature, or will the Town Council be asked to make a decision or vote?

☐ Informational ☐ Requesting something of the Town Council

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 Town Council meeting:

Name: _____ Agency: _____ 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 Town Clerk's Office at (928) 632-7362. Please return this form to the sponsoring council member, Dewey- Humboldt Town Hall, 2735 S. Highway 69, P.O. Box 69, Humboldt, AZ 86329, by fax to (928) 632-7365 or by email to the council member (Town Council contact information can be found at www.dhaz.gov/contacts).

For Town Clerk Office Use Only:

Date request received _____ Sponsoring Council Member _____
Approved by Council at _____ meeting (Mayor Initial_____)
Not Approved _____ Applicant Notified and Notes: _____