

**CITY OF LONG BEACH, MISSISSIPPI**  
**P.O. BOX 929**  
**201 JEFF DAVIS AVENUE**  
**LONG BEACH, MISSISSIPPI 39560**  
**TELEPHONE: (228) 863-1556**  
**FAX: (228) 865-0822**  
**cityclerk@cityoflongbeachms.com**

<b>FOR OFFICE USE ONLY</b>
DATE RECEIVED: _____
VERIFY DOCUMENTS: <input type="checkbox"/> SUBMITTED <input type="checkbox"/> NONE
TIME: _____
BY: _____ <div style="text-align: right;">(signature)</div>

REQUEST TO BE PLACED ON AGENDA FOR MEETING OF BOARD OF ALDERMEN  
(PLEASE PRINT)

Name of Person Making Request: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Name of Person Addressing Mayor and Board of Aldermen: \_\_\_\_\_  
 (If different from above)  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Detailed Description of Specific Subject Matter to be Discussed (Description must be clear and concise – avoid vague terms and generalizations): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(If additional space is needed, please use the back of this form)

Date of Meeting: \_\_\_\_\_ No. of Participants: \_\_\_\_\_  
 (Regular meetings are first and third Tuesday at 5:00 p.m., Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue.)

Type of Presentation:     Personally Address                       Power Point  
     Presentation/Handouts                       Audio Tape  
     Photos/Video/Slides                       Other (Specify Below)

Other: \_\_\_\_\_

\* \* \* \* \* **PLEASE READ CAREFULLY** \* \* \* \* \*

- Requests and (10) copies of all accompanying documents **MUST** be filed with the City Clerk no later than **12:00 P.M. (NOON)** the **FRIDAY** preceding Tuesday's meeting.
- Requests and accompanying documents received after the Friday, noon deadline **WILL NOT** be placed on the agenda or distributed to the Board of Aldermen at this time.
- Forms received that are not clear and concise as to subject matter will not be placed on the agenda.
- Subject matter shall be limited to ten (10) minutes or as otherwise specified by the Mayor and Board of Aldermen during the course of the meeting.
- Items will be placed on the agenda in the order they are received under the appropriate heading.
- Upon the determination by the City Clerk that the agenda is full, additional items will be placed on the next regular meeting agenda, even if properly submitted prior to deadline.
- The Board of Aldermen reserve the right to disallow and/or remove any item from the agenda.
- Agenda items are subject to change without prior notice.

Accompanying Documents Attached?     yes                       no

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Person Making Request)