

**Scheduling Request Form**

**Requested By:** [insert name of staff/entity requesting event participation]

**Date of Meeting:** [insert date of the meeting]

**Length of Request:** [length of time expected for discussion or presentation 15 or 30 minutes]

**Location:** [in person or hybrid]

**Topic:** [Focus of requested agenda item]

**Purpose:** [Objective of the agenda item, informational, follow up, feedback needed, action needed by the commission, etc.]

**Other information:** [Any additional information to support the need and timing for this request]

FOR SCHEDULING TEAM USE ONLY

**Decision:** [yes, next meeting, more information needed]

**Briefing materials needed:**  [identify what is needed before the meeting to inform LCIS members for the discussion]

**Deadline for briefing materials:** [identify the date materials are due so there is time for follow-up for more information before the packet is distributed to LCIS members]