



The City of Garden City, Georgia
100 Central Avenue, Garden City, Georgia 31405
Phone: 912.966.7777 Fax: 912.966.7792

REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA

The City of Garden City would like to hear issues of importance brought by citizens of Garden City as it is in the best interest of the City that the Mayor and City Council be well-informed and prepared to address topics placed on the agenda. In order to better ensure that this process is efficient and effective, the City requires that citizens submit a written form outlining the subject matter about which they would like to speak. The Mayor may rule out of order personal, abusive or indecorous language or matters that the City has no purview over. Completion of this form does not entitle the Speaker to be added to the agenda.

Request Submittal Date: _____

Name of Person to Speak: _____

Title: _____

Business / Organization: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Email Address: _____

Have you addressed your issue(s) with City staff? Yes No

Have you addressed your issue(s) with the City Manager? Yes No

City Council Meeting Date: _____

PURPOSE:

Brief summary / paragraph of topic:

Signature

Date

A request must be received by the City Manager **one (1) week** prior to the requested City Council Meeting date in order to include this form in the City Council packet. Please be sure to include a detailed summary of your presentation topic on this form or with your typed description. If presenting collateral materials (handouts, maps, fliers, etc.), **eleven (11)** copies must be submitted with this form. If using other forms of media (PowerPoint Presentation, DVD, CD, etc.), the final version must be submitted electronically (or on flash drive/CD) with this form and no modifications will be accepted or allowed. It is understood that the City reserves the right to re-format the presentation to facilitate its use during the City Council meeting, but the City will not edit content.



The City of Garden City, Georgia
100 Central Avenue, Garden City, Georgia 31405
Phone: 912.966.7777 Fax: 912.966.7792

CITY STAFF USE ONLY

City Manager	Approved_____	Denied_____	Initial / Date _____
Mayor	Approved_____	Denied_____	Initial / Date _____
Clerk of Council Notified			Initial / Date _____
Council Agenda / Meeting	Approved Date		_____
Requester Notified	Date		_____

Reason for Denial:
