



ALBANY UTILITY BOARD

SPEAKER APPEARANCE FORM

SECTION I

SPEAKER'S NAME: _____
ADDRESS: _____
TELEPHONE #: _____
(Work) _____ (Home) _____ (Fax) _____
REPRESENTING: _____
I wish to speak at the meeting to be held on (date) _____ regarding: _____

SECTION II

If you are being paid a fee, are directly employed by, or are indirectly being compensated for representing another individual or group of people or a corporation on the subject to which you will be speaking, you are required to complete this section. NAME OF PERSON(S), GROUP(S) OR FIRMS BEING REPRESENTED:

Signature

Date

- ❖ Requests to speak before the Albany Utility Board must be received in the Assistant City Manager's Office (Administration) within 10 business days prior to the Regular Utility Board Meeting (see calendar for meeting schedule at www.albanyutil.org). Each person desiring to speak before the Albany Utility Board should complete a separate form. Groups or delegations must select one person to serve as a representative to speak on the group's behalf. Presentations are limited to five minutes. The Albany Utility Board allows a maximum of two appearances by any citizen on the same issue.
- ❖ The number of speakers is limited to two speakers at the beginning of each meeting to be determined as forms are received. Additional speakers will be permitted to speak at the end of each meeting, time permitting.
- ❖ If assistance is needed for PowerPoint during your presentation, please indicate: ___yes ___no
- ❖ Please return this form to the Assistant City Manager's Office (Administration) located at 401 Pine Ave., by mail (P.O. Box 1788, Albany, GA 31702-1788) or e-mail (vewilliams@albanyga.gov). If you have questions about this form, please call 229/883-8330, ext. 4203.
- ❖ **Request to present sales or service information or to solicit sales in any form will not be honored. Sales information should be provided to the Central Services Department, 229/431-2144.**