



Application to Make a City Council Presentation

Requests to make City Council presentations must be submitted two weeks prior to the requested Council meeting date. The City Council meets every Tuesday at 5:00 p.m. Please refer to Rule 8.E of the [Rules of Procedure of the Council of the City of Tacoma](#) for public requests for presentations.

NATURE AND DESCRIPTION OF PRESENTATION: (Please describe 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. Presentations are limited to five minutes in length.)

INDIVIDUAL, AGENCY, OR ORGANIZATION MAKING THE PRESENTATION:

INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO INTRODUCE PRESENTATION:

Name Phone

COUNCIL MEETING DATE REQUESTED:

REQUESTED BY: Name Phone
Address Email

If you have any questions about the application process, please contact the City Clerk's Office at (253) 591-5167. People with hearing or speech impairments may contact us through Washington Relay Services 1-800-833-6388 (TTY or ASCII), 1-800-833-6386 (VCO), or 1-877-833-6341 (STS). You may print this application by pressing the "Print" button below. Please return this application by mail to the the City Clerk's Office, Tacoma Municipal Building, 747 Market Street, Room 220, Tacoma, WA 98402-3766, or by fax to (253) 591-5300, or by email to cityclerk@cityoftacoma.org by pressing the "Submit by Email" button below.

For Office Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Presented _____