

MSD Office: MSD Board Agenda Item Request Form

This form and supporting documents (if applicable) are due the Thursday before the MSD Board Meeting the following Wednesday at 4:00pm

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| Date Received (Office Use) | |
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| Date of Request: | |
| Requested by: | |
| Requested MSD Board Date: | |
| Topic/Discussion Title: | |
| Description: | |
| Requested Action:¹ | |
| Presenter(s): | |
| Time Needed:² | |
| Time Sensitive³ | |
| Specific Time(s)⁴ | |
| Contact Name & Phone: | |

¹ What you will ask the MSD Board to do (e.g., discussion only, appropriate money, adopt policy, approve contracts) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic be scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.