



<b>For Office Use Only:</b>
Meeting Name:
Meeting Date:

## Announcement Request

Please complete this form for your request to make an Announcement at a future Council Meeting. An announcement can relate to an event of interest to the general public. Your request must include the name of the Member of Council sponsoring the Announcement. Once this completed form is received by the City Clerk's Office, you will be contacted to confirm your placement on the appropriate agenda. **Announcements are limited two (2) minutes at the meeting.**

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2

Email: [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca) Telephone: (905) 874-2100 Fax: (905) 874-2119

Meeting:  City Council  Planning and Development Committee  
 Committee of Council  Other Committee:

Meeting Date Requested:

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:  Telephone:   
 Email:

Event or Subject Name/Title/ Date/Time/Location:

Additional Information:

Name of Member of Council Sponsoring this Announcement:

A formal presentation will accompany my Announcement:  Yes  No

Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
 Picture File (.jpg)  Video File (.avi, .mpg)  Other:

Additional printed information/materials will be distributed with my Announcement:  Yes  No  Attached

**Note:** Persons are requested to provide to the City Clerk's Office **well in advance of the meeting date:**

- (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

**Submit by Email**

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