

REQUEST FOR PRESENTATION



A presentation is the acceptance of a gift or an award by the Council on behalf of the local government or the community. Presentations can be made to any of Council's Ordinary meetings or Committee meetings.

*Completed applications must be received by the Chief Executive Officer at least **7 business days before the meeting**. Applications will be assessed by the Chairperson and responded to in writing.*

If a presentation has been approved, advice will be provided to the applicant of the meeting date and time. Details of the presentation will be included in the public agenda for the meeting.

Please complete the following application form and submit to the Chief Executive Officer at mail@noosa.qld.gov.au or hand deliver a copy to the Council office at 9 Pelican Street, Tewantin at least 7 business days before the meeting.

Name:	
Address:	
Organisation:	
Phone:	
Email:	
The gift/ award I would like to present is:	
<p>Please list the names of who will be attending to present:</p> <p>1.</p> <p>2.</p> <p>3.</p>	
Signature:
Date:	

Office use only:

Received:		Approved:	Yes	No
Meeting type & date:		Time:		
Applicant notified (date/time):				