

Elko Convention & Visitors Authority **AGENDA REQUEST FORM**

Agenda items including attachments are due at 4:30 p.m., <u>SEVEN (7)</u> business days before the scheduled meeting. Just a reminder, official holidays do affect the deadline for agenda submissions.

Items submitted after the deadline will be placed on the next meeting agenda.

Phone Number:
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oard of Directors to take or are you just presenting

Legal Review Required:		
Yes		
No		
Publication Required:		
-	Responsible Party for Publication	
Yes No		
100		
Business Impact Statement Required:		
Yes		
No		
Other Reviews of Request Completed by:		
Grant Applications		
Total Grant Request:		
Reduction in Facility Use:		
Matching Funds Amount Being Requested in Cash:		_
Matching Funds Amount In-Kind or Budgeted:		
Currently Budgeted:		
Yes		
No		
Total Amount Requested:		
Total Amount Requested:		

List of Attachment/Back Up Information (must be attached)