

**AGENDA ITEM
REQUEST FORM**

Agenda Item Request Forms must be submitted to DCHC MPO by Tuesday at 5 p.m. - two weeks before the meeting date. The supporting attachments may be submitted to DCHC MPO by Tuesday at 5 p.m. - one week before the meeting date. Meeting dates can be found [here](#). A listing of DCHC MPO staff can be found [here](#).

Form submitted by:

- Name:
- Email:
- Organization:

Subject (agenda item name):

Presenter/contact person:

Will you be attending in person or virtually?

Which meeting(s) would you like this item to be included?

- Technical Committee (date):
- MPO Board (date):

Type of agenda item:

- Consent (letters of support requests, procedural decisions, routine items)
- Action (a request for the Body to vote or take an action, accompanied by a presentation)
- Informational (a presentation or item that does not require the Body to take action)

Expected duration of presentation (if applicable):

Background (300 words or less):

Recommended action:

Attachments (Please list the attachment names and submit them with this form)

1.