

CITY OF LONG BEACH, MISSISSIPPI
P.O. BOX 929
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FOR OFFICE USE ONLY DATE RECEIVED: _____ VERIFY DOCUMENTS: __SUBMITTED __NONE TIME: _____ BY: _____ (signature)
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REQUEST TO BE PLACED ON AGENDA FOR MEETING OF THE PORT COMMISSION
(PLEASE PRINT)

Name of Person Making Request: _____
Address: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Name of Person Addressing Port Commission: _____
(If different from above)
Address: _____ Telephone: _____ Fax: _____

Detailed Description of Specific Subject Matter to be Discussed (Description must be clear and concise – avoid vague terms and generalizations): _____

(If additional space is needed, please use the back of this form)

Date of Meeting: _____ No. of Participants: _____
(Regular meetings are held on the third Thursday of Every Month at 5:00 p.m., Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue.)

Type of Presentation: _____ Personally Address _____ Power Point
(check one or more) _____ Presentation/Handouts _____ Audio Tape
_____ Photos/Video/Slides _____ Other (Specify Below)

Other: _____

***** **PLEASE READ CAREFULLY** *****

- Requests and eleven (11) copies of all accompanying documents **MUST** be filed with the City Clerk no later than 12:00 P.M. (NOON) the TUESDAY preceding Thursday’s meeting.
- Requests and accompanying documents received after the Tuesday, noon deadline **WILL NOT** be placed on the agenda or distributed to the Port Commission at this time.
- Forms received that are not clear and concise as to subject matter will not be placed on the agenda.
- Items will be placed on the agenda in the order they are received under the appropriate heading.
- The Port Commission reserves the right to disallow and/or remove any item from the agenda.
- Agenda items are subject to change without prior notice.

Accompanying Documents Attached? _____yes _____no

Date: _____ Signed: _____
(Person Making Request)