

Scheduling a Speaker: HCC Monthly Meeting

Name of Speaker: _____

Contact Information: _____

Topic of Presentation: _____

Brief description of the speaker's presentation: _____

Brief description of how this speaker will further the HCC's purpose of "review[ing] and advising the City Commission on the various problems relating to the annual budget and mak[ing] recommendations relating to the future development of the City."

Which meeting would you like to schedule your speaker for? _____

Do you want to speak at a specific time on the agenda? _____

How much time will your speaker need? _____

Do you need any special equipment (i.e. TV, projector, laptop etc.)?

Please return this form to Executive Board at hcc@ci.helena.mt.us.