

# LTC Agenda Proposal Worksheet

Meeting Date Requested \_\_\_\_\_ Time Needed \_\_\_\_\_

Regular \_\_\_\_\_ Special \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Persons Appearing and Title \_\_\_\_\_

Subject \_\_\_\_\_

Summary of Issue \_\_\_\_\_ Financial Impact Y N

--	--	--

Recommended Action

--

---

---

## For Office Use Only

Meeting Date \_\_\_\_\_ Proposal Received \_\_\_\_\_ Time \_\_\_\_\_ : \_\_\_\_\_ AM  
PM

Contacted by: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ In Person \_\_\_\_\_

Reviewed Documentation \_\_\_\_\_ Proposal Complete Y N

Notes

--

Item Moved to Agenda \_\_\_\_\_ Meeting Date \_\_\_\_\_  
Yes No Additional Information Approved: \_\_\_\_\_