

MAYOR PRO TEM TENNELL ATKINS – DISTRICT 8, CITY OF DALLAS - MEETING REQUEST FORM

Date of Request: _____ Time of Request: _____ Requested By: _____

Phone Number: _____ Address: _____ Email: _____

Are you affiliated with a company or an organization? (Please check the appropriate box) Y N; If yes, please list the following:

Organization/Company name: _____ Designation/Affiliation: _____

Phone Number: _____ Address: _____ Email: _____

Website: _____ Tentative Date and time of the meeting request: _____

Subject Matter for the meeting (Please be specific and enclose additional information if needed):

No. of attendees: _____ Please list details if more than one attendees:

S. No	Name	Affiliation	Organization/Company	Phone Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

For Internal use only:

Name of the city official accepting the request: _____

Location: _____

VIP Parking Needed: Y N

Notes: _____

For MPT: Y N

Pending litigation with the City? (Please check the appropriate box) Y N

Date and Time of your last meeting with MPT Atkins if applicable: _____

Disclaimer: This is only a request for a meeting with MPT Tennell Atkins and its submission does not confirm your appointment or guarantee you a meeting with Mr. Atkins. Acceptance of this form only implies that your request for a meeting with Mr. Atkins is being considered. You will be notified via email/phone/mail on confirmation of an appointment with the date, time and location of the meeting.

Submit completed form to gaytha.davis@dallascityhall.com; maria.salazar2@dallascityhall.com and district8@dallascityhall.com.

MPT Tennell Atkins, District 8, Dallas Mayor & City Council, 1500 Marilla Street, Room 5 EN, Dallas, TX – 75201; Ph: 214-670-4066; Fax: 214-670-5117