

Richmond Neighborhood Coordinating Council  
Request to Address RNCC

The RNCC receives many requests to address the Board and/or the general monthly meeting. The Board will hear the speaker at a Board meeting, usually the 3<sup>rd</sup> Monday, and then decide if and when that speaker will be on the agenda for a general RNCC meeting.

The Name of Your Subject \_\_\_\_\_

Your Name \_\_\_\_\_

(If applicable) Your Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Telephone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Will you be the only speaker? Yes  No

If no, how many speakers will there be? \_\_\_\_\_

Names and Titles of additional speakers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Topic of Interest:

Social  Political  Health/Safety  Educational

How many neighborhoods would your topic effect?

1-10  10-20  all of Richmond

What month would you like to make your presentation?

First choice \_\_\_\_\_ Second choice \_\_\_\_\_

Amount of time needed for your presentation? 2-5min.  5-10min.

RNCC Speaker Questionnaire (continued)

Does your topic require action from the RNCC? Yes  No

If yes, what action do you want? (letter, sponsorship, donation,  
etc.) \_\_\_\_\_

Do you have handouts? Yes  No

Do you require audiovisual equipment for your presentation? Yes  No

If yes, how much time do you need to set up your equipment? \_\_\_\_\_

(You must supply your own equipment)

Briefly state the reason you would like to address the RNCC.

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Mail or fax completed form to: Richmond Neighborhood Coordinating Council

P. O. Box 485

Richmond, CA 94808

Fax (510) 758-7697

## **Richmond Neighborhood Coordinating Council**

### ***Presentations to the Board***

The RNCC Executive Board receives many requests for time on its agenda. Because of time limitations, we cannot honor every request. The following criteria will be used to determine whether an organization or individual will be placed on the agenda.

A request is more likely to be approved if:

1. The request has the potential to result in *action* on the part of the Board, or be information that is relevant to the membership.
2. The action requested of the Board will:
  - benefit our neighborhoods and membership
  - further the mission of the City of Richmond *and/or* the RNCC
3. The request involves the use of RNCC's name in support of a specific activity or cause.

The Board will review all requests. When a request is approved, the President or the Public Information Officer will call the organization or individual to arrange a presentation date and time, and will send a confirmation