



## TRIANGLE WEST

Transportation Planning Organization

### AGENDA ITEM REQUEST FORM

*Agenda Item Request Forms must be submitted to the Triangle West TPO by Tuesday at 5 p.m. - two weeks before the meeting date. The supporting attachments may be submitted to the Triangle West TPO by Tuesday at 5 p.m. - one week before the meeting date. Meeting dates can be found [here](#). A listing of Triangle West TPO staff can be found [here](#).*

**Form submitted by:**

- Name/Email:
- Organization:

**Subject (agenda item name):**

**Presenter/contact person:**

**Will you be attending in person or virtually?**

**Which meeting(s) would you like this item to be included?**

☐ Technical Committee (date):

☐ TPO Board (date):

**Type of agenda item:**

- ☐ Consent (letters of support requests, procedural decisions, routine items)
- ☐ Action (a request for the Body to vote or take an action, accompanied by a presentation)
- ☐ Informational (a presentation or item that does not require the Body to take action)

**Expected duration of presentation (if applicable):**

**Background (300 words or less):**

**Recommended action:**

**Attachments (Please list the attachment names and submit them with this form)**

1.