



## REQUEST TO APPEAR BEFORE THE BWA BOARD OF DIRECTORS

DATE: \_\_\_\_\_

Please complete the information below and return to the BWA Secretary no later than 1:00 p.m. on the Wednesday before the scheduled meeting in order to be placed on the agenda. **ALL ITEMS** must be filled out completely in order to be placed on the agenda.

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP:</b>
<b>PHONE NUMBER:</b>	
<b>SUBJECT TO BE PRESENTED:</b>	

**If you plan to use any audio-visual equipment, you must notify the BWA Secretary at the time you submit your request.**

At the meeting:

1. The Board President will call on you at the appropriate time during the meeting.
2. You are allowed five (5) minutes for your presentation.
3. Please state your full name and address when you begin your remarks in order that the official minutes may record your appearance before the Board.

You may submit this form via e-mail to [bwsa@bwsa.org](mailto:bwsa@bwsa.org) or via regular mail to:

BWA  
ATTN: Secretary  
1121 Mercedes Street  
Benbrook, TX 76126