

Meeting Information Sheet

Use this form to keep LACC and LACC Communications aware of the date and format for your upcoming meeting.

WHEN COMPLETED: Select **SAVE PDF**, then email form to:
meetings@lacchoa.com, news@lacchoa.com, rc@lacchoa.com

FOLLOW-UP COMMUNICATIONS: Email to meetings@lacchoa.com, news@lacchoa.com

I. The information in this section will for the most part remain the same.

Committee/Group Name:	
Chair/Primary Contact:	
Contact Email:	
Contact Phone:	
Regular Meeting Dates:	
Regular Meeting Location:	
Publish to Online Calendar:	
Estimated # of Zoom participants:	

II. THIS MEETING - DATE:	START TIME:	END TIME:	LOCATION:
Question			COMMENTS*
1. ZOOM?	YES	NO	
a. Host:	LACC	OTHER*	
2. Will there be a presentation?	YES	NO	
a. If yes...	In person	On Zoom	
b. Link to online video?	YES	NO	
3. Agenda?			
a. If yes...	Attached	Will Send	
4. Any additional information?			

By submitting this form, I verify that no confidential personal information regarding any individual or related entity including LACC, will be included in this meeting if to be available via Zoom.

I also understand that all presentations must be sent **at least 2 days prior to meeting** to both:
meetings@lacchoa.com, news@lacchoa.com

Primary Contact:

Date Submitted: