

Agenda Item Request Form
(for all NHS committees & formal subcommittees)

NHS Committee:	Committee Chair:
Date/Time of Request:	Name of Requester:
Topic (short sentence that can be used in the Agenda):	
Summary of Item (why is this an issue?; what research have you done or what steps have you taken?):	
Desired Action by Committee (what do you want the committee to do? E.g., discussion, investigation, decision):	
Will you be attending the meeting at which this item will be presented?	
If so, do you need to be scheduled at a particular time on the agenda (e.g., first item, specific time due to your schedule, etc.):	
Final Action by Committee	
Committee Chair Signature/Date	Distribution/Communication to Requester:

