Lobbyist Name: ______________________________________________
Lobbyist Principal or Employer: _______________________________
Name of person or entity for whom/which you are lobbying: _______________________________
Name(s) of the Town Commissioner (s)/Employee (s) with whom you will be meeting/contacting: __________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Name(s) of your employer and/or principal to be present at a meeting/contact with a Town Commissioner at which lobbying activity is to occur: __________________________________________________________________________
________________________________________________________________________________________
Type of scheduled meeting/contact: ___ In person        ___ E-mail        ___ Phone
Location of “in person” meeting:  ______________________________________________
Date of scheduled meeting/contact:  _____________________
Time of meeting/contact:  _____________________
Description of the purpose and subject matter of the meeting/contact:  ____________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Signed this _______day of _________ 20_____.
By: _______________________________________
   Lobbyist

Acknowledgement of Receipt:

_____________________________                              __________________________
Town Clerk                            Date