



Delegation Application

To: Cranbrook Archives, Museum and Landmark (CAMAL) Society Board of Directors:

I / We _____

Of _____

Address _____

Email _____ Phone _____

request to appear as a delegation before the Cranbrook Archives, Museum and Landmark Society Board

at the next available meeting, within 3 months, within 6 months (please choose one).

Please provide the following details as an attachment:

1. The topic on which the delegation wishes to speak.
2. An executive summary or outline of the presentation to be made.
3. The specific action which is being requested of the Society.

*The above information regarding the presentation must accompany this application form.

Please indicate if your presentation includes an electronic presentation: Yes No

If you require the use of the Centre's audiovisual equipment, you will be required to provide the content of your presentation, electronically to staff at info@cranbrookhistorycentre.com at least three business days in advance of the Board meeting date to ensure the format of your presentation is compatible with the Centre's equipment.

About the submission process:

- Delegation requests are subject to approval by the CAMAL Board of Directors. Delegations are not a part of the normal business of the Society and submission of an application is not a guarantee that you will be approved to appear before the Board.
- Unless otherwise approved, delegations are limited to 10 minutes.
- Please allow 4 weeks for your application to be processed. You will be notified by a member of staff if your application has been approved.

I/We acknowledge that only the matter above will be discussed during the presentation.

Signature: _____ Date: _____

Name (Print): _____

Please return the completed and signed form with attachments to:

57 Van Horne St S, PO Box 400, Cranbrook BC, V1C 4H9 or email: info@cranbrookhistorycentre.com