

**Trout Lake Community Council**  
PO Box 31  
Trout Lake, WA 98650  
**Agenda Topic Briefing Sheet**

(To ensure quality time for discussion and presentation, please fill out this briefing sheet and submit it to your council contact and/or the council chair by no later than one week prior to the monthly council meeting.)

**Topic Name:** \_\_\_\_\_

**Topic Presenter:** \_\_\_\_\_

**Council Sponsor/contact:** \_\_\_\_\_

**Date requested for presentation:** \_\_\_\_\_ (Council meets on the 1st Wednesday of the month)

**Time requested for presentation:** \_\_\_\_\_ **minimum** \_\_\_\_\_ **optimum**  
(Depending on the agenda, time allotted may be strictly minimized)

**Audio/visual needs for presentation:** \_\_\_\_\_ **flipchart/easel** \_\_\_\_\_ **projector**  
\_\_\_\_\_ **laptop** \_\_\_\_\_ **other**

**Topic Description:** (location, what's involved, what is the timeline/deadline and why that timeline/deadline?):

**Who may be impacted?** \_\_\_\_\_  
\_\_\_\_\_

**Attachments?** \_\_\_\_\_ **how many?** \_\_\_\_\_

(Please include them with electronic copy of briefing sheet and provide a minimum of 5 sets for the public that may be attending. If you believe more will be attending, please bring additional to the meeting.)

**Is there a cost? If so, how much and what funds?** \_\_\_\_\_ **Cost** \_\_\_\_\_ **Funding source**

**What action by the Community Council is being requested and by what date?**