



Virtual/Hybrid Meeting Request Form

(Please submit to Zonia Kelley)

Today's Date: _____


Committee Name: _____

Staff Lead: _____

Meeting Date: _____ 

Meeting Start Time: _____

Expected Meeting Duration: _____


Due Date for Agenda YouTube/Webinar Links: _____ 


YouTube needed for meeting? Yes No

Presentations to be given? Yes No How many? _____

Hybrid (in-person and virtual)? Yes No

Requires run-through meeting with Presenters Yes No

Run-through Meeting Date: _____ 

 **Presenters and Panelists** *Panelists include anyone joining the meeting with a speaking role. PAG staff, presenters and/or committee chair.*

Presenters:

Other PAG staff to include as Panelists:

