

The following information is requested prior to the confirmation of an award presentation before Regional Council:

Main Departmental Contact Information

Name	<u>Glenn Brunetti</u>	Ext.	<u>4470</u>	Department	<u>EBS</u>
Division	<u>Communications & Service Delviery</u>			Section	<u>Communications</u>

Award Presentation Information

Provide a brief summary of the Nature / Purpose of the award presentation

Regional Employee Paul Nguyen was awarded the Queen Elizabeth II Diamond Jubilee Medal for his community volunteer work (Jane-Finch neighbourhood). This is to recognize this prestigious award. Note accompanying Info Report

Provide a list of all participants

Name	<u>Paul Nguyen</u>
Title	<u>AV Multi-Media Specialist</u>
Organization	<u>Region of Peel</u>
Name	_____
Title	_____
Organization	_____

Provide details of what is to be presented (Photo, Award, Cheque, Plaque, etc.)

A token of recognition (e.g. plaque) presented to Mr. Nguyen by Regional Chair Kolb (photo to be taken)

Describe the format of your presentation (PowerPoint*, DVD, VHS, Display, etc.)

Brief comments by the Communications leadership and presentation of recognition (e.g. plaque) by Regional Chair

	Yes	No
* If the presentation is PowerPoint will it be provided in hard copy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
* If you replied YES to the above, please prepare your handouts as follows:		
<ul style="list-style-type: none"> • Two slides per page, double-sided, stapled, three-hole punched, 35 copies • Provide the material, at a miniumum, the day before the meeting to Legislative Services 		
Will there be a photo opportunity?	<input type="checkbox"/>	<input type="checkbox"/>
Who have you contacted in Communication Services regarding this award presentation?		
Name	<u>David Hodkin</u>	Ext. <u>4674</u>
Will circulation of any materials to Councillors at the time of the presentation be required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Please specify (i.e. pens, cups, brochures):		

NOTE: Delegations to Council shall be limited to speaking no more than five minutes in accordance with Section IV-4 (f) of the Region of Peel Procedural By-law 57-2006. For further information, please contact your **Legislative Services representative**.