

Town of Appomattox – Meeting Documentation Review Cover Sheet

Meeting Date: _____

Meeting Type: ☐Regular ☐Special Called ☐Work Session

- Administrative Review Checklist:
- ☐Agenda was prepared and uploaded to the Town website prior to the meeting
- ☐Public notice was posted (physical posting and/or digital notice)
- ☐Meeting was listed on the Town calendar and/or Facebook page
- ☐Meeting minutes (draft or approved) are on file or in progress

Notes or Follow-up Actions (if any):

I have reviewed the materials listed above as part of the Town's internal process to help ensure that public meeting records are complete and accessible.

Michael Campbell, Town Manager

Date: _____