



**Marion County Board of County Commissioners**  
Marion County Office of Public Information  
601 S.E. 25th Ave.  
Ocala, FL 34471  
[www.marioncountyfl.org](http://www.marioncountyfl.org)

## **SUNSHINE NOTICE REQUESTS**

### **Overview**

If two or more commissioners or advisory board members plan to attend an event or meeting, Marion County's Office of Public Information will need to send a Sunshine Notice. As a general rule, the Office of Public Information will release Sunshine Notices at the beginning of each week as needed. The individual, department or organization conducting the event is responsible for submitting the below information to the Office of Public Information in a timely manner.

### **Process**

Fill out and submit this form to Marion County's Office of Public Information at least 10 days prior to the meeting or event date; more time is recommended. Event or meeting organizers must complete and send the form electronically to [pio@marioncountyfl.org](mailto:pio@marioncountyfl.org). For questions, call the Office of Public Information at (352) 438-2300.

Name of group requesting meeting/event:

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Event details:

Day of Week	Date	Time

Physical address of meeting/event:

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Purpose of meeting/event:

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Contact for meeting/event:

	Today's Date	Daytime Phone
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