

Consultation Project Request Form

Please note all consultation work requires a minimum 4 week turnaround before going live

Name

Department

Phone number

Expenditure Code *(required for any print production)*

Consultation details:

Why are we doing this?

What do we need to know?

Is this part of an existing business case? *Yes/No*

Who is the Lead Officer for this consultation?

Upload consultation questions *(to be provided as word document)*

Are any these questions optional, or are all questions mandatory?
If any are optional, please state which.

Supporting documents *(to be provided as word documents)*

Consultation start date

Consultation end date

Could this consultation exercise be seen as contentious? *Yes/No*
If yes, please state why...

Paper copies required? *Yes/No*

If the answer is yes, how many copies are required?

Consultation roadshow events required? *Yes/No*

Press Release required? *Yes/No*

If the answer is yes please follow this link to the Press Release Information Template:
<http://intranet.mtcbc.local/intranet/corporate/communications/press-releases/>

Social Media posts required? *Yes/No*