



Marion County
Board of County Commissioners

Office of Public Information
601 SE 25th Ave.
Ocala, FL 34471
Phone: 352-438-2300
Fax: 352-438-2309

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 the Office of Public Information at least 10 days prior to your meeting or event date more time is recommended. Event or meeting organizers must complete and send the form electronically via the "Submit Via E-mail" button on the bottom of this form. For questions, please call the Office of Public Information at 352-438-2300.

Name of group requesting meeting/event:

Event details:

Day of Week	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Physical address of meeting/event:

Purpose of meeting/event:

Contact for meeting/event:

<input type="text"/>	Today's Date <input type="text"/>	Daytime Phone <input type="text"/>
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"Meeting Needs by Exceeding Expectations"