

**Solid Waste Management Division**
P.O. BOX 550 ∙ Raleigh, NC 27602
[www.wakegov.com/recycling](http://www.wakegov.com/)

recycling@wakegov.com

**Environmental
Services**

**VIRTUAL PRESENTATION REQUEST: TERMS AND CONDITIONS**

This form provides the terms applicable to request virtual education programs from Wake County Solid Waste Management Division staff. Live, educator led, virtual presentations are:

* Intended for groups that operate within Wake County, NC
* Designed for participants aged eleven (11) years and older
* Available Monday through Friday, from 9 a.m. to 4 p.m.
* Require a minimum of ten (10) attendees
* Presentation topic to be chosen from those available
* Require an adult facilitator be present for participants under the age of 16 years
* Require two weeks advance notice
* Require the permission of the Wake County presenter to be recorded

If your request for a presentation falls within the above terms, please complete the following request form. Complete one form per presentation.

VIRTUAL PRESENTATION: REQUEST FORM

**Group/Organization Name:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**Group/Organization Address:**

**Group Size:** Choose an option from the drop down list.

**Age Range:** Check all boxes that apply. 11-16 years[ ]  17-18 years[ ]  19-65 years[ ]  65 years+[ ]

**Presentation Topic:** Check box that applies. Waste Reduction[ ]  Recycling Demystified[ ]  Backyard Composting[ ]  They Don’t Build Landfills Like They Used To[ ]

**Preferred Day(s):** Check all boxes that apply. Monday[ ]  Tuesday[ ]  Wednesday[ ]  Thursday[ ]  Friday[ ]

**Preferred Time(s):** Check all boxes that apply. 9 am[ ]  9:30 am[ ]  10 am[ ]  10:30 am[ ]  11 am[ ]  11:30 am[ ]  12 pm[ ]  12:30 pm[ ]  1pm[ ]  1:30 pm[ ]  2pm[ ]  2:30 pm[ ]  3pm[ ]  3:30 pm[ ]  4 pm[ ]

**Virtual Host** Check box that applies. Wake County[ ]  Group Requesting Presentation[ ]

**Online Platform:** If the group is requesting to host, check the box that applies. MS Teams [ ]  Zoom [ ]  Google Meet [ ]  Other [ ]  Please state

**Thank you for your interest in requesting a virtual presentation.**

**Please email your completed request form to:** **recycling@wakegov.com**

**Please allow two business days for a response.**