



SPEAKER/PRESENTATION/BOOTH REQUEST FORM

We appreciate your interest in having us visit your group. District staff fulfills as many presentation or booth requests as we are able. Please complete and return the form below so we can begin processing your request. You will be contacted within one week.

Organization Name: _____

Organization Address: _____

Person Making the Request: _____ Title: _____

Contact Phone #: _____ Contact Email: _____

Audience Information

- General Adult Audience
- Business or Nonprofit
- School or Educational Center
- Scout Group
- Youth Day Camp
- Other _____

Date and time requested (please provide several options):

Requested Topic

- Recycle Right
- Composting or Vermicomposting
- Reduce Waste/Plastic Free
- Special Wastes
- Workplace Recycling
- Other _____

Length of time including questions (30-minute minimum): _____ minutes Expected number of people: _____

We promote our speaking engagements. Is this presentation or booth open to the public? YES NO

Do you need pre-approval from your business, school, or organization before booking a speaker/visitor? YES NO

If yes, who is responsible for arranging speaking engagements at your organization? _____

What equipment will you have available for us to use? Podium Screen Projector Laptop AV Equipment

Do you plan to promote or market the speaker, presentation, or booth? YES NO NOT SURE Please Explain:

Are there other details we should be aware of?

Return this completed form to info@cuyahogarecycles.org. Save a copy for your records.

** For District Use ** Date Received:	Notes
---------------------------------------	-------