

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

[recycling@wakegov.com](mailto: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**](mailto:recycling@wakegov.com)

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