

Help spread the word about the new residential recycling service by inviting a RecyColumbus speaker to talk with your community group. All requests for speakers will be reviewed to ensure that they meet the following basic requirements.

## 1. Scheduling

Please allow as much advance notice as possible to schedule a speaker—preferably 30 days or more prior to your event. This will allow for smooth coordination of schedules. Most of our speakers are volunteers and have limited time available. We will fill as many requests for speakers as schedules allow.

## 2. Frequency

Due to an anticipated high volume of speaking requests during the introductory year of RecyColumbus service, only one presentation will be scheduled per group per year. We will give priority to community groups representing areas of the city where recycling containers and service are currently being implemented.

## 3. Audience size

To reach as many residents as possible, we will give priority to audiences of 10 or more people.

## 4. Political fundraising, promotional activities, endorsements or gatherings

Due to the partisan nature of such gatherings and events, speakers cannot address these types of events.

## 5. Discrimination

Speakers will not participate in any activity in which any group has been unlawfully segregated or unequally treated on the basis of race, sex, color, national origin, disability, religion, age or sexual orientation.

## 6. Compensation

Speakers will not accept any form of remuneration, honoraria, stipends, fees or reimbursement for making the presentation.

## 7. Travel Expenses

Due to travel budget limitations, speakers are not able to travel more than 30 miles to a speaking engagement.

## 8. Parking

Parking must be provided in an area that is conveniently located, accessible and free of charge to the speaker.

## 9. Contact

A contact person must be responsible for making speaker arrangements, greeting and supporting the speaker.

## 10. Timeframe

A minimum of 10 minutes must be allowed for the presentation and up to 10 additional minutes for audience questions.

## 11. Handouts

The group must allow the speaker to distribute a Volunteer Form and Information Card to each attendee.

## 12. Equipment needs

The presentation will be made with PowerPoint and will require the use of a projector, computer, large screen or blank wall and table.

### To request a RecyColumbus speaker for your group:

Please complete and submit the "Presentation Request Form" found at [www.RecycleColumbus.org](http://www.RecycleColumbus.org).

**Questions?** Contact Lindsey Kobelt  
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