



**Frederick County Department of Solid Waste Management
Office of Recycling – Outreach Programs**

Contact: Annmarie Creamer
 9031 Reichs Ford Road, Frederick, MD 21704
 Phone: 301-600-7405
 Fax: 301-600-3044
 Email: Acreamer@FrederickCountyMD.gov

Please email or fax this form to our office at least two weeks in advance of the program being requested.

Request for Program, Display, Speaker or Participation in an Event	
Organization Information	Name of Organization Requesting Service: _____ Will this be (<i>check one</i>): <input type="checkbox"/> a special event <i>OR</i> <input type="checkbox"/> part of a regular meeting? Please describe the purpose of the Event: Does the event have sponsors? If so, please list:
Date, Time AND Duration of Program:	
Set-up:	Time set up is to be completed by (and date, if in advance of event date): Special Instructions?
Type of Service Requested (check all that apply):	<input type="checkbox"/> Display/Booth <input type="checkbox"/> Speaking engagement, at host's site <input type="checkbox"/> Tour of DSWM Facilities (at landfill and transfer station site) <input type="checkbox"/> Demonstration/Hands-on Activity (generally for smaller groups) <input type="checkbox"/> Youth Program (specify ages in demographic section on back) <input type="checkbox"/> Other – specify:
Category of Information:	<input type="checkbox"/> General/Residential/Household Information <i>OR</i> <input type="checkbox"/> Business/Commercial/Organizational Oriented Information
Topic Requested (check all that apply):	Waste Management in Frederick County <input type="checkbox"/> Recycling Programs in Frederick County <input type="checkbox"/> Source Reduction (reducing consumption and waste) <input type="checkbox"/> Composting Yard Waste <input type="checkbox"/> Paper Recycling/ Making Paper <input type="checkbox"/> Other interests– please specify:

Group Demographics (if known):	How many adults _____ How many youth _____ specify ages: _____ Other Pertinent Info:
Location of Event: (please list address and any parking, building or check-in instructions)	
Contact Person:	Name: _____ Phone: _____ Email: _____

Preparation

Equipment Host Organization Will Provide: (check only those that apply to the type of program being requested)	<input type="checkbox"/> Projector and electrical hook-ups <input type="checkbox"/> Viewing Screen <input type="checkbox"/> Tables <input type="checkbox"/> Tablecloths <input type="checkbox"/> Chairs <input type="checkbox"/> Other – specify:
Materials Requested From the Office of Recycling:	<input type="checkbox"/> Loan of Event Recycling Containers (<i>separate reservation form required!</i>) <input type="checkbox"/> Compost Bins for Sale (\$20 each, payable by check only, made out to Frederick County Treasurer) <input type="checkbox"/> Handouts : <ul style="list-style-type: none"> <input type="checkbox"/> Composting Flyer <input type="checkbox"/> Waste Reduction Flyer <input type="checkbox"/> Guide to Recycling Plastics <input type="checkbox"/> Residential Recycling Brochure <input type="checkbox"/> Citizens Guide to Waste Management in Frederick County (up to 25 copies per group) <input type="checkbox"/> Business Recycling Guidebook (up to 10 copies per group) <input type="checkbox"/> Business Recycling Poster (1 printed sample)

ADDITIONAL NOTES: