



Denver Zoo Outreach Speaker's Bureau Policy

Please Read!

Please note the following Denver Zoo Speaker's Bureau policies:

- If you reserved more than one program on a particular day, all programs should take place in the same location.
- We reserve the right to reschedule any program at any time due to unforeseen events.
- Please have at least one representative present for the program.
- Zoo representatives will generally arrive 30 minutes prior to a scheduled program to unload and set up.
- Each program lasts 45-60 minutes.
- Programs are limited to groups of 60 or less.
- **PLEASE PROVIDE A TABLE, SCREEN, EXTENSION CORD AND MICROPHONE (IF APPROPRIATE).**
- Contact us immediately should you need to cancel a program.
 - Please call 303-376-6734

Speaker's Bureau programming is offered free of charge. Donations are graciously accepted to help our Conservation Biology Fund. Should you wish to make a donation to the Denver Zoo, please make checks payable to:

Denver Zoological Foundation-Outreach

Donations may be presented to Zoo representatives at the time of service or sent to:

Outreach Coordinator
Denver Zoo
2300 Steele Street
Denver, CO 80205

