

1. Requests for White Ribbon representatives to speak at community events must be submitted at least **15 business days prior to the event date**.
2. Hosts are expected to provide full event details. Based on the event details and preferences submitted, the White Ribbon team will exercise their discretion to allocate an appropriate speaker.
Please note, we do not provide a celebrity service and hope you will respect the contribution of our volunteers who dedicate their time to make a difference for the White Ribbon social movement.
3. After an event is registered, hosts can expect an acknowledgment of receipt from the White Ribbon team within 3 business days.
The White Ribbon team prioritises the sourcing of speakers based on the immediacy of events. Events registered more than 2 months in advance, or during periods where request volumes are high, will be attended to in the timeliest manner possible.
4. Event hosts must provide a minimum 10 minute timeslot for representatives who are invited to speak (exclusions may apply for events such as cheque presentations, assemblies and panel discussions). Our representatives are not able to run workshops or programs.
5. Once a White Ribbon representative is confirmed to attend the event, the host will be notified via an email and is required to make contact with the attendee prior to the event date to confirm event details.
6. If an event is cancelled, the host must inform the White Ribbon representative with at least 24 hours' notice.
7. If there are no White Ribbon representatives living within a 50km radius of an event, the White Ribbon team will notify the event host as soon as possible and suggest alternative arrangements.
8. If the White Ribbon team are unsuccessful in their attempts to secure a speaker, the event host will be notified a minimum of 5 business days' prior to the event.
9. White Ribbon representatives are unable to attend functions hosted at private residences.