



# Residential Solar Screening Event Planning Checklist

Use this list to make sure you're ready for a  
successful event!

## Site selection

- Site selected, availability confirmed
- Site is visited by primary contact person before event to ensure size, condition, access to electrical power and the Internet

## Event Marketing

- Marketing materials obtained from EcoMatters website
- Marketing materials are adapted for local use (e.g., date and time)
- Lists of interested people are available/compiled
- Invitations are sent:
  - Through a municipal email list
  - Through outbound phone calls
  - To your municipality's Green Team
  - To your local garden club
  - To your municipality's leadership group/Mayor's office
  - To local environmental groups
  - To local realtors
- Information is posted on local websites/municipal site

## Day of Event

- Primary contact person is on-site at least one hour prior to event start
- Sign-in sheet is provided and attendees are invited to sign in when they arrive
- Primary contact person or designated local host kicks off brief information session and introduces EcoMatters representative
- Primary contact person collects feedback form from participants when they leave.



Need more information?  
Call us at (201) 639-4ECO  
or email [info@ecomatters.net](mailto:info@ecomatters.net)