



Residential Solar Screening Event Confirmation

Thanks for deciding to set up a solar screening event for your community! We just need a few things from you:

1. You are setting this event up for this municipality/community group: _____

2. The primary contact person is: _____

3. The best ways to reach the primary contact person are:

Email address: _____

Mobile phone: _____

Daytime phone (OPTIONAL): _____

Evening phone (OPTIONAL): _____

4. The date of your event is: _____

5. The time of your event is: _____

6. The location of your event is:

Street address: _____ City/town: _____

7. If this is in a building with a known name (e.g., town hall, church), what is its name?

8. In addition, please confirm that the primary contact person will:

___ will attend the event and ensure the site is ready.

___ will visit the site ahead of time to ensure it has the ability to hold at least 50 people safely and that there is Internet access and an electrical power outlet available.

___ will extend at least 150 invitations – emails, calls and flyers – with the goal of at least 50 people attending. (EcoMatters helps with the marketing outreach materials. If more than 50 are interested, a second event can be arranged.)

Your signature _____

EcoMatters has designed an event checklist and additional materials to assist you in spreading the work about your event. You can download these files at <http://wp.me/p2cTig-60>

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

