



COMMUNITY OUTREACH REQUEST FORM

Focus on Energy partners with community groups and companies to help them plan, organize and implement their ideas for promoting energy efficiency and renewable energy. These services are based on Focus on Energy staff availability, as well as the size and relevance of the event. To locate support and staff for your event we request this form be returned **at least two weeks** prior to your event.

FORM SUBMITTAL

Return completed form by E-mail to workingwithfocus@focusonenergy.com

Questions: Call 800.762.7077 or e-mail workingwithfocus@focusonenergy.com

EVENT DETAILS

Name of Event/Activity:	Dates:	Times:	
Address:	City:	State:	Zip Code:
Frequency of Event: <input type="checkbox"/> Annual <input type="checkbox"/> One Time <input type="checkbox"/> Semi-annual <input type="checkbox"/> Other _____	Has event occurred before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has Focus on Energy participated in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected number of participants (approximate):		
Brief Explanation of Event/Activity:			

Target Audience: <input type="checkbox"/> Residential Homeowners <input type="checkbox"/> Industrial Business <input type="checkbox"/> School Facilities <input type="checkbox"/> Agribusiness <input type="checkbox"/> Duplex/Condo/Apartment <input type="checkbox"/> Commercial Business <input type="checkbox"/> Government Buildings
Targeted Topics: <input type="checkbox"/> Heating and Cooling <input type="checkbox"/> New Construction <input type="checkbox"/> Home Improvement <input type="checkbox"/> Renewables <input type="checkbox"/> Lighting <input type="checkbox"/> Appliances <input type="checkbox"/> Other

EVENT ORGANIZER CONTACT INFORMATION

Contact Name:	Telephone: ()	E-mail:
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Website for event or registration:

FOCUS ON ENERGY SUPPORT - Please complete the section below that matches what support you would like Focus on Energy to provide for your event/activity.

Do you want the event to be listed on the Focus on Energy calender? Yes No

LITERATURE - Please mark the box to receive fact sheets pertaining to each subject matter.

<input type="checkbox"/> Lighting	<input type="checkbox"/> New Residential Construction	<input type="checkbox"/> Industrial Business	<input type="checkbox"/> Commercial Business	<input type="checkbox"/> Agribusiness
<input type="checkbox"/> Appliances	<input type="checkbox"/> New Business Construction	<input type="checkbox"/> Government Buildings	<input type="checkbox"/> School Facilities	<input type="checkbox"/> Renewable Energy
<input type="checkbox"/> Heating and Cooling	<input type="checkbox"/> Home Improvement			

Quantity of Each (maximum of 100):	Date Needed By:	Shipping Address (if different from above):
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PRESENTATION - Minimum of 10 attendees required.

Event Date(s):	Event Time(s):	Location:	Other groups involved? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? _____
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Projector and screen provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Power outlets available? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Topic of presentation:



focus on energysm

Partnering with Wisconsin utilities

FOCUS ON ENERGY SUPPORT (continued)

BOOTH AND BOOTH STAFFING

Event Date(s):	Event Time(s):	Set-up Time and Date:	Floor Size Requirements/Space Available:
Event Location (facility name and address):		Take-down Time and Date:	Power outlets available? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of vendors attending and their names if available:			

EVENT COSTS

Is there a cost to attend the event? Yes No If yes, what is the cost?

Is a membership needed to attend the event? Yes No If yes, what is the cost?

Is a sponsorship needed at this event? Yes No If yes, what is the cost?