



# COMMUNITY/CORPORATE GROUP EVENT/ACTIVITY REQUEST FORM

Requesting Group and/or Name of Event/Activity		Contact Name	
Mailing Address	City	State	ZIP Code
Phone	Email		
Focus on Energy Contact (if known)	How did you hear about Focus?		

Brief Explanation of Event/Activity

Target Audience:

Residential homeowners   
  Duplex/Condo/Apartment   
  Commercial business   
  Industrial business   
  Agricultural and rural businesses  
 Food service industry   
  Schools   
  Government buildings   
  Renewable energy

Expected number of attendance/participants	Open to the public? <input type="checkbox"/> Yes or <input type="checkbox"/> No
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Non-English-speaking attendees expected?	If so, what language?
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How will this event be marketed?

Radio advertising   
  Newspaper advertising   
  Online advertising   
  Flyers   
  Email   
  Other:

### What Would You Like From Focus on Energy?

**Please complete the section below which matches the need for your event/activity**

<input type="checkbox"/> <b>Literature</b>	<input type="checkbox"/> Lighting and appliance <input type="checkbox"/> Home improvement <input type="checkbox"/> New construction (residential) <input type="checkbox"/> New construction (multi-family) <input type="checkbox"/> Commercial business <input type="checkbox"/> Industrial business <input type="checkbox"/> Food service industry <input type="checkbox"/> Agricultural and rural businesses <input type="checkbox"/> Government buildings <input type="checkbox"/> Renewable energy <input type="checkbox"/> Schools		
Quantity	Needed by	Shipping address (if different from above)	

<input type="checkbox"/> <b>Acrylic Tabletop Literature Holder</b>	Needed by		
		Street address (if different from above)	

<input type="checkbox"/> <b>Presentation</b> (Minimum number of attendees required.)	Date and Time		
		Location	Topic
Length	Projector and screen provided?	Power outlets available?	

<input type="checkbox"/> <b>Booth and Booth Staffing</b>	Event date(s)            Event time(s)            Set-up time and date            Floor size requirements		
Event location (facility name and address)		Take-down time and date	Link to event Web site and/or registration

<input type="checkbox"/> <b>Energy Savings Challenge</b> (Groups challenge each other to see who can save the most energy. Focus Challenge materials and overview available.)	Groups, departments, etc. involved            Proposed kick-off date		
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<input type="checkbox"/> <b>Bulb Sale</b> (Minimum number of employees required.)	Location            Proposed date		
Number of shifts		Expected number of employees/shift	