



MMA Home Energy Savings Seminar Host Responsibilities

Logistics: Hosts must secure a meeting location, arrange food, and display educational materials. Approved costs associated with site logistics will be borne by the MMA.

- **Meeting space:** We suggest finding a meeting room that can comfortably seat the anticipated number of participants from your community. Please keep in mind that meeting spaces with available LCD projector systems are preferred.
- **Food:** The MMA will provide a stipend for refreshments. It is the responsibility of the host to order, deliver, and arrange the refreshments.
- **Educational materials:** The MMA will provide educational materials. It is the responsibility of the host to set up tables to display this information.

Registration: We ask that you establish a workshop registration table and have all individuals attending the workshop sign in and provide their contact information.

Publicity: We ask that hosts publicize the workshop through a variety of sources. We suggest using the following outreach methods, including:

- **Network:** We encourage you to network with other organizations in your community by attending meetings or sending notices. These groups may include local senior centers, civic organizations (e.g. Rotary and Lions Clubs), and town officials. In addition, ask each group to announce the event through their web site, e-newsletter, or email listserv.
- **Fliers:** The MMA will provide each community with numerous copies of fliers that announce the workshop and provide space for specific information about date, time, location, and contact information. Post fliers in the most frequently traveled areas of your community. Usually this will include the local grocery store, library, post office, and schools.
- **Personal contact:** People are more likely to attend if they are personally invited. Please invite others by phone calls, face-to-face conversations, or invitations.
- **Media:** The MMA will provide you with press releases announcing the workshop. We encourage you to submit releases to local newspapers and radio stations. You should place notices and submit workshops as calendar items in community publications (e.g. school newsletters, monthly newspapers).

Monitor Results: We ask that you let the MMA know the total number of people who attend your workshop. The MMA will provide you with “Evaluation Response Forms” to distribute to participants. These responses will help us understand the effectiveness of the presentation. We ask for your assistance in distributing and collecting the response cards at the end of the workshop, and then returning these cards to the MMA.