

## GREETINGS!

With continued funding from LG&E, UPS Foundation and Louisville Metro Government, we're ready to start planning the winter 2016-17 calendar for our [Free Energy Management Workshops](#).

### Why Schedule an Energy Management Workshop?

**1. Workshops are designed to help participants lower their LG&E bills** by reducing their energy usage without sacrificing their comfort.

**2. Idea exchange.** The facilitator and the workshop participants share their knowledge of energy conservation, with particular focus on getting the maximum amount of warmth from the minimum amount of fuel – thus reducing their heating bills.

**3. Hands-on-Training.** Participants get hands-on training in how to cover their windows with clear interior plastic, a major energy-saver for virtually any home.

**4. FREE supplies for each participant.** Participants leave with a big bag full of supplies to cover their windows with clear interior plastic and to perform other easy, energy-saving actions at home.



As a community based organization, you are best situated to attract the people most likely to benefit from this workshop. To allow for flexible planning on your part, our workshop can be scheduled either during the daytime or evening hours.

#### TIPS TO PROMOTE AND REGISTER PARTICIPANTS:

- **Plan** early!
- **Distribute the workshop flyer** which answers: who is hosting, what the workshop is, where it is held and when it is scheduled.
- **Know your audience:** timing, best days and times, collaboration with others, getting the flyer distributed, etc.
- **Encourage participation** by offering snacks & child care. It can really make a difference!
- **Have people register** with name & phone, in case follow-up is needed.

Attached is the registration packet to schedule a workshop for your organization. If you have any questions, please feel free to call us at **502-636-9276** or email: [workshop@projectwarm.org](mailto:workshop@projectwarm.org)

Sincerely, The Project Warm Workshop Team

PS: Significant reductions can also be made on summer air-conditioning costs!

## What is a Project Warm Energy Management Workshop?

### EACH 90 minute WORKSHOP INCLUDES –

- An introduction to Project Warm services.
- A discussion & idea swap session on energy saving tips & techniques.
- A hands-on-demonstration of how to install clear, interior window covers on drafty windows.
- Distribution of **FREE** supplies: plastic, tape, rope caulk, etc. (valued at \$15 per home)

### ATTENDING AN ENERGY MANAGEMENT WORKSHOP HELPS YOUR FAMILIES :

- Encourages self-reliance by helping families take control of their energy usage.
- Helps families reduce their energy bills year round, especially in cold weather but also in hot weather.
- Improves the home environment's health and comfort.
- Opens the door to other **FREE** Project Warm weatherization services for their home regardless of whether they rent or own.

### WORKSHOPS BENEFIT YOUR RESOURCE CENTER / AGENCY BY –

- Extending your outreach (invite your neighborhood, for instance).
- Supportive and motivating self-help for your program participants.

### **HOW TO BE PART OF THE UPCOMING EMW SCHEDULE**

- ❑ Provide adequate **meeting space**.
- ❑ **Advertise** the workshop & **guarantee a minimum of 15 participants**. (Your facility may also need to team up with another agency to meet this requirement).
- ❑ If you think you will have **more than 40 participants**, please let us know. We will refer clients to another workshop to accommodate the overflow.
- ❑ **Take “reservations”** and call us 24 hours before the workshop with your projected attendance so that we know how many supplies to bring.
- ❑ Permit Project Warm to **refer participants** to your workshop.
- ❑ Offer **refreshments & childcare** to encourage attendance it's well worth it!
- ❑ If you're able, please make a **financial donation** toward the cost of providing the workshop.



## Losing Money On Your Energy Bill?

Learn how to make your home warmer and more comfortable this winter.



**PROJECT WARM'S Energy Management Workshops** will show you how to hang clear, interior window covers & more, plus get **FREE SUPPLIES:**

- Clear plastic & tape for windows
- Foam to seal gaps and air leaks

### **CONTACT:**

(Agency contact person and phone number)

### **WHERE:**

(Agency name and location)

### **WHEN:**

(Date and Time)

Made possible through funding from Louisville Gas & Electric, Louisville Metro Government, Gheens Foundation, KY Housing Corp, Hon. Order of KY Colonels, and UPS Foundation.



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Energy Conservation Associates

www.projectwarm.org

workshop@projectwarm.org

**As The Sponsoring Agency, We Commit To Fulfilling These Requirements:**

Please Initial

1. We will advertise / outreach to the neighborhood & client population (use attached flyer)

2. We will keep a Registration List and guarantee a minimum of 15 participants. (You may also need to team up with another agency to meet this requirement). If you expect more than 30 participants, please consider scheduling two workshops.

3. We will provide adequate meeting space for the number of people attending

4. Refreshments and childcare are optional, but well worth it!

Please Print

Agency Contact:

Agency Name:

Address of Workshop Location:

Zipcode:

Phone:

Fax:

E-mail:

We will team up with (optional as needed):

***Please Indicate Your Preferred Date(s) & Time(s)***

1st Choice	Time	Date
Monday	am/pm	
Tuesday	am/pm	
Wednesday	am/pm	
Thursday	am/pm	
Friday	am/pm	
Saturday	am/pm	

2nd Choice	Time	Date
Monday	am/pm	
Tuesday	am/pm	
Wednesday	am/pm	
Thursday	am/pm	
Friday	am/pm	
Saturday	am/pm	

- FAX or email this form to Project Warm ASAP to receive first choice scheduling.
- Registration confirmations will be made via email, unless otherwise requested.
- Please review schedule updates online at [www.projectwarm.org](http://www.projectwarm.org).
- For additional information, call 502-636-9276 or email: [workshop@projectwarm.org](mailto:workshop@projectwarm.org).

**WORKSHOP EVALUATION QUESTIONS**

Date:

Contact Person/Phone:

Host Agency:

1. Please describe the value these workshops have for your clients?

2. Please describe the value these workshops have for your agency?

3. What did you like best about the workshop?

4. Would you like to see something different or how can we make improvements?

5. How did you encourage attendance this time? Please share your strategy.

6. Other Comments: (for additional space, please use back page)