

## GREETINGS!

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

## WHY SCHEDULE AN ENERGY MANAGEMENT WORKSHOP?

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

**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.

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

**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 does, 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, please find information to set-up a workshop for your organization. If you have any questions, please feel free to call me at **636-9276** or email: [frank@projectwarm.org](mailto:frank@projectwarm.org)

Sincerely,

**Frank J. Schwartz**

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

# What is a Project Warm Energy Management Workshop?

## **EACH 1½ HOUR WORKSHOP INCLUDES**

- An introduction to Project Warm services.
- A discussion & 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, etc. (valued at \$15 per home)
- A chance to win door prizes!

## **ENERGY MANAGEMENT HELPS YOUR FAMILIES**

- Encourages self-reliance by helping families take control of their utility costs.
- Helps families reduce their energy bills year round, especially in cold weather but also in hot weather.
- Makes a family more comfortable in their homes.
- 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).
- Motivating / reinforcing other assistance from your program (especially if you're providing help to pay LG&E bills).

## **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).
- 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:** make a **financial donation** toward the cost of providing the workshop.



1252 South Shelby Street    Louisville, Kentucky 40203  
502 636-9276    Fax 635-9259  
www.projectwarm.org    info@projectwarm.org

## **ENERGY MANAGEMENT WORKSHOP – HOST REGISTRATION**

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

***Please Initial***

- \_\_\_\_\_ 1. Advertise / Outreach to the neighborhood & client population (see attached flyer)
- \_\_\_\_\_ 2. Keep a Registration List: Guarantee a minimum of 15 participants.  
(Your agency may also need to team up with another agency to meet this requirement).
- \_\_\_\_\_ 3. 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:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**We Will Team Up With** \_\_\_\_\_  
(Optional or As Needed)

WORKSHOPS BEGIN THE LAST WEEK OF SEPTEMBER

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

1 <sup>st</sup> Choice	Time	Date
Monday	am/pm	
Tuesday**	am/pm	
Wednesday	am/pm	
Thursday**	am/pm	
Friday	am/pm	
Saturday	am only	

2 <sup>nd</sup> Choice	Time	Date
Monday	am/pm	
Tuesday*	am/pm	
Wednesday	am/pm	
Thursday*	am/pm	
Friday	am/pm	
Saturday	am only	

**\*\* Tuesdays & Thursdays: Workshops will not be scheduled between 4:30-6:30 P.M.**

- **FAX this form to Project Warm at 635-9259, 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 addition information, call 636-9276 or email: [frank@projectwarm.org](mailto:frank@projectwarm.org).**

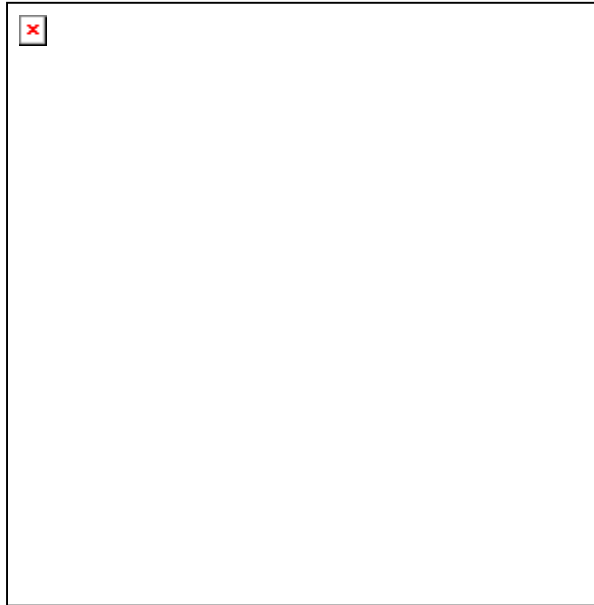


Losing  
Your



on

Energy Bill!



Learn how to make your home warmer & more comfortable this winter. **PROJECT WARM Workshops** teach how to hang clear, interior window covers & more, plus get **FREE SUPPLIES:**

- clear plastic & tape for windows
- clear tube of caulk
- foam to seal air holes
- and door prizes!

**GET ON THE LIST...SIGN UP TODAY!**

Who: \_\_\_\_\_

(Agency Contact)

\_\_\_\_\_  
(Agency Phone Number)

Where: \_\_\_\_\_

(Agency Name)

\_\_\_\_\_  
(Agency Location)

When: \_\_\_\_\_

(Date & Time)

*Made Possible through funding from E.ON U.S., UPS Foundation and Louisville-Jefferson County Metro Govt.*



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## WORKSHOP EVALUATION QUESTIONS

Date: \_\_\_\_\_ Contact Person/Phone: \_\_\_\_\_  
Host Agency: \_\_\_\_\_

1. Please describe the value these workshops have for your clients?
2. 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)