



PART OF THE ASES NATIONAL SOLAR TOUR

NESEA[®]

NORTHEAST SUSTAINABLE ENERGY ASSOCIATION

GreenBuildingsOpenHouse



SATURDAY, OCTOBER 2, 2010

Host Roles and Responsibilities

The annual NESEA Green Buildings Open House will take place on Saturday, October 2nd from 10am-4pm. Homes, businesses, schools and other sites throughout the New England states, as well as in New York, New Jersey, Pennsylvania and Delaware, will simultaneously open their doors for the public to see and learn about green building practices. Visitors are directed to NESEA's website to search for open sites in their area. On line site registration is now open.

- Register your site on line at www.nesea.org/greenbuildings/ between February 1 and August 16. You can activate and update your profile from a previous year or create a new profile. The registration deadline is August 16. This allows enough time to publicize your location. After August 16, we won't have enough time to fully promote your site and you will have to take care of your own publicity.
- Post fliers in your community about your open house. Fliers will be available on the NESEA web site by April 15
- If your open house hours deviate from 10am-4pm please add this information to your registration
- Most sites are open to tour for free, if you have a fee please add this to your site registration
- Recycle last year's lawn sign or request a new one on your registration form
- New lawn signs will be printed and are available on a limited basis; one per site if needed.
- Ensure that someone is at your home or building on the day of the tour to open it to the public and answer questions.
- Ask visitors to sign-in and print clearly. Additional sign-in sheets will be posted on line.
- Offer visitors materials supplied to you by NESEA.
- Return sign-in sheets by fax or email to NESEA by October 30.
- Contact the GBOH Organizer assigned to your state for updates and information.

Print materials for the host sites will either be shipped to the organizer to distribute, or shipped directly to the individual host sites. Materials include Northeast Sun magazines, sponsor handouts, sign-in sheets, and NESEA handouts.

For more information, contact Pamela Lester at plester@nesea.org, tel. 413-774-6051 x14.