



Host Roles and Responsibilities

The annual NESEA Green Buildings Open House will take place on Saturday, October 1st from 10am-4pm. In conjunction with the [ASES National Solar Tour](#), homes, businesses, schools and other sites throughout the United States will simultaneously open their doors for the public to see how renewable energy technology and green building features really work. Visitors are directed to NESEA's website to search for participating sites in the Northeast region. On line site registration is now open.

- Register your site on line at www.nesea.org/greenbuildings/ between April 6 and September 20th. You can activate and update your profile from a previous year or create a new profile. The registration deadline is September 25th, however it is best to register earlier to allow enough time to publicize your location. After September 20th, 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 May 30th.
- 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 on the sign in sheets provided by NESEA.
- 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 Michelle Rose at mrose@nesea.org, tel. 413-774-6051 x17.