

# renewable energy living green Green Energy Week



**Edinboro University**

## VISION:

The "Green Energy Week" will serve to educate and motivate students, faculty and the general public by providing as much information as possible on renewable energy and living green to allow them to take action.

## GOALS:

### Edinboro University students and professors

- Allow them to see first hand the array of renewable and sustainable energy applications and technology.
- Give them information on how they can reduce, recycle and reuse while a student at EUP. (Provide info on what Edinboro University is doing in those areas).
- Generate interest in "green" energy and green practices that might coincide with Professor Richard Lloyd's goal of starting an alternative energy degree program at EUP.

### The general public

- Promote products, services and provide information that encourage healthier, more sustainable consumption and lifestyles for businesses and families.
- Help them learn if solar or wind would work for their homes or businesses.
- Provide energy savings tips they can use immediately.

## PRESENTED BY:

Students of Edinboro for Environmental Defense (S.E.E.D.)

With assistance from Alpha Phi Omega (APO) and Lambda Chi Alpha (LCA)





<b>Event:</b>	Green Movie Night – The Age of Stupid
<b>Date</b>	Monday, 30 November
<b>Time</b>	6:00 to 7:30 PM <b>Set-up</b> 5:00 <b>Tear Down</b> 8:00
<b>Target Audience</b>	Edinboro University Students & Faculty
<b>Expected Attendance</b>	150-200 - <i>set-up room for 100</i>
<b>Location</b>	Pogue Center Multipurpose B
<b>Food Needs</b>	Popcorn and punch, mini candy treats
<b>Room set-up</b>	Lecture style. Chairs facing screen at front of room. Extra credit sign-up table
<b>Decorations</b>	Poster at entrance announcing the next Green Week event
<b>A/V needs</b>	1 hand held microphone on stand Main projector & Screen (in ceiling) Back-up projector Connection to PA System (built into multimedia lectern) DVD player (built into multimedia lectern) Laptop Computer (to run PowerPoint – NOT movie)
<b>Equipment</b>	3 easels (2 at greeting table with Age of Stupid Poster & Welcome poster; 1 on stage with info about other activities)
<b>Parking</b>	Nothing out of the ordinary
<b>Security</b>	Nothing out of the ordinary
<b>Staffing</b>	Technician to set-up and operate projection equipment
<b>Event Details</b>	<p><i>Producing energy from coal, nuclear and other non-renewable power plants takes a severe toll on our environment, polluting our air, land, and water. This movie is intended to create awareness of the dangers of climate change caused by man-made pollution.</i></p> <p><a href="http://www.ageofstupid.net">http://www.ageofstupid.net</a> The movie stars as a man living alone in the devastated future world of 2055, looking at old footage from 2008 and asking: why didn't we stop climate change when we had the chance?</p> <ul style="list-style-type: none"> <li>▪ Movie introduction, commentary. promos and announcements by SEED president or VP.</li> <li>▪ Possible give-aways (dependant on budget) -- like "Not Stupid" tee shirts, Not Stupid stickers, copy of the movie on DVD, posters, etc. (<a href="http://www.ageofstupid.net/shop">http://www.ageofstupid.net/shop</a>)</li> <li>▪ Film length 92 minutes, 25 seconds</li> <li>▪ PowerPoint slides running about 45 minutes before the movie with info about the other Green Energy Week activities, info about SEED, thank you to sponsors. Music playing also.</li> </ul>

<b>Costs</b>	<ul style="list-style-type: none"> <li>▪ Movie –\$300</li> <li>▪ Food – \$ 30 popcorn &amp; machine, \$15 candy</li> <li>▪ BOOK: Our Choice: A Plan to Solve the Climate Crisis \$15</li> </ul>
<b>Event Status</b>	<p><b>DONE</b></p> <ul style="list-style-type: none"> <li>▪ Pogue Center reserved (changed to Multipurpose B)</li> <li>▪ Movie is reserved - \$294.54 USD</li> <li>▪ Turn in form for Popcorn Machine</li> <li>▪ Publicity done</li> <li>▪ Recruited a program sponsor</li> <li>▪ Scheduled food</li> <li>▪ Program complete</li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>▪ Intro script</li> <li>▪ More publicity</li> <li>▪ Print program</li> <li>▪ Create the PowerPoint format (include energy tips)</li> </ul>
<b>Volunteer Needs</b>	<ul style="list-style-type: none"> <li>1 Host/Emcee</li> <li>3 Set-up Crew</li> <li>3 Tear Down Crew</li> <li>1 Technician to monitor projection</li> <li>1 Photographer (at beginning of movie)</li> <li>2 Greeters</li> <li>2 Food servers (popcorn, drinks)</li> </ul>

<b>Event:</b>	Green Job Panel
<b>Date</b>	Tuesday, 1 December
<b>Time</b>	7:00 to 8:30 PM <b>Set-up</b> 6:00 <b>Tear Down</b> 8:30
<b>Target Audience</b>	Edinboro University Students & Faculty (possibly general public)
<b>Expected Attendance</b>	100-150 – <i>set up room for 100</i>
<b>Location</b>	Pogue Center Multipurpose A
<b>Food Needs</b>	Cookies & Apple Cider
<b>Room set-up</b>	Lecture style. Chairs facing screen at front of room. 3 six foot tables at front of room and 1 podium (elevated on stage) <i>Bottle of water &amp; mints for each panelist</i> Extra credit sign-up table
<b>Decorations</b>	Poster at entrance announcing the next Green Week event
<b>A/V needs</b>	1 microphone at podium (built into multimedia lectern) 4 microphones on tables 2 wireless microphones (for audience questions) LCD projector & screen (built in) Laptop computer
<b>Equipment</b>	3-4 easels (2 at greeting table with Green Job Panel poster & welcome poster; 1 or 2 on stage with info about other activities)
<b>Parking</b>	Nothing out of the ordinary
<b>Security</b>	Nothing out of the ordinary
<b>Staffing</b>	A/V Technician to set-up microphones, projector
<b>Event Details</b>	<p><i>"Green Jobs" are the buzz. What is out there? What are the predictions for the future? What skills would a student need to acquire to work in the renewable energy field?</i></p> <ul style="list-style-type: none"> <li>▪ Dr. Robert Weissbach of PSU/Behrend (<a href="http://www.personal.psu.edu/rsw7/">http://www.personal.psu.edu/rsw7/</a>) is the moderator for the job panel.</li> <li>▪ Announcements, promos, and introduction of moderator by SEED president or VP.</li> <li>▪ Each panel member will be asked to speak for 10 minutes about their business and their predictions for future "green" employment. We would also want to hear about the experience and education requirements for "green jobs" of the present and future.</li> <li>▪ The remaining time will be Q&amp;A with audience participation.</li> <li>▪ PowerPoint slides running about 45 minutes before the movie with info about the other Green Energy Week activities, info about SEED, thank you to sponsors. Music playing also.</li> </ul>

<b>Costs</b>	<ul style="list-style-type: none"> <li>▪ Maybe some travel reimbursement for panel members</li> <li>▪ Food – \$180</li> <li>▪ Gift for panel members &amp; moderator \$56</li> <li>▪ Book for raffle: preorder Green Jobs for a New Economy : The College and Career Guide to Emerging Opportunities - \$15</li> </ul>
<b>Event Status</b>	<p><b>DONE</b></p> <ul style="list-style-type: none"> <li>▪ Pogue Center reserved</li> <li>▪ Moderator recruited. Dr. Robert S. Weisbach</li> <li>▪ Recruited sponsor for food and travel costs (National Gas - \$300)</li> <li>▪ Invitation sent to the Erie office of PA Career Link</li> <li>▪ Panel members recruited: <ul style="list-style-type: none"> <li>○ Michael T. Palko PA DCNR Bureau of Forestry – Biomass Energy</li> <li>○ John S. Purvis Solar Revolution– Solar Panel Sales and Installation</li> <li>○ Guy G. McUmber PA DEP – Green Building, Products and Communities</li> <li>○ Lucille M. Olszewski Edison Mission Energy – Utility Scale Windpower &amp; Solar</li> <li>○ Louis D. D'Amico Independent Oil and Gas Assoc. of PA – Natural Gas</li> <li>○ Devin Redinger Hero/BX – Biofuels</li> </ul> </li> <li>▪ Program Completed</li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>▪ Intro script</li> <li>▪ More publicity</li> <li>▪ Print program</li> <li>▪ Create the PowerPoint format (include energy tips)</li> <li>▪</li> </ul>
<b>Volunteer Needs</b>	<ul style="list-style-type: none"> <li>1 Host/emcee</li> <li>3 Set-up Crew</li> <li>3 Tear Down Crew</li> <li>1 Technician to run A/V (if needed)</li> <li>1 Photographer</li> <li>1 Videographer (Optional)</li> <li>2 Greeters</li> <li>2 Portable microphone runners for Q&amp;A (can be same as greeters)</li> </ul>



<b>Costs</b>	<ul style="list-style-type: none"> <li>▪ \$5000 for Colin Beavan – paid by The Black Family Foundation</li> <li>▪ Approx \$450 for travel, food &amp; lodging</li> <li>▪ Gift for speaker &amp; daughter \$30</li> <li>▪ Food – \$ 400</li> <li>▪ Book for raffle: Green Town USA-The Official Story of Greensburg, Kansas and the Lessons Learned for a Sustainable America \$10</li> </ul>
<b>Event Status</b>	<p><b>DONE</b></p> <ul style="list-style-type: none"> <li>▪ Pogue Center reserved</li> <li>▪ Speaker recruited (Colin Beavan)</li> <li>▪ Program sponsor recruited (Black Family Foundation)</li> <li>▪ Driver recruited for Colin Beavan (Irv Gable)</li> <li>▪ Requested additional funds from SGA (to cover transportation costs)</li> <li>▪ Mr. Whitehair will handle the introduction of Colin Beavan.</li> <li>▪ Made book signing poster</li> <li>▪ Program completed</li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>▪ Intro script</li> <li>▪ Print program</li> <li>▪ Determine location of potluck dinner</li> <li>▪ Recruit 2 people to help sell books</li> <li>▪ Deliver fruit basket to Comfort Suites for Mr. Beavan</li> <li>▪ Deliver green bike to Comfort Suites for Mr. Beavan</li> <li>▪ Create the PowerPoint format (include energy tips)</li> </ul>
<b>Volunteer Needs</b>	<p>1 Host/Emcee (Dr. E) to introduce Dr. Brown</p> <p>4 Set-up Crew</p> <p>4 Tear Down Crew</p> <p>1 Technician to run A/V (if needed)</p> <p>1 Photographer</p> <p>1 Videographer (Optional)</p> <p>2 Greeters</p> <p>2 Portable microphone runners for Q&amp;A (can be same as greeters)</p>
<b>Colin Beavan Schedule</b>	<p>Tuesday, 2 December</p> <ul style="list-style-type: none"> <li>▪ Fly from New to Pittsburgh – approx arrival time 1 PM</li> <li>▪ Will be picked up at airport by Irv Gable and brought directly to Edinboro</li> <li>▪ Check into hotel, relax and prepare for evening</li> <li>▪ Dinner with Dr. Jeremy Brown, Tamarah or Samuel Black, Dr. E and representative(s) of SEED – approx 5:30 PM</li> <li>▪ Speech – 7:30 PM</li> <li>▪ Book signing after talk (approximately 9 PM to ?)</li> <li>▪ Return to hotel</li> </ul> <p>Thursday 3 December</p> <ul style="list-style-type: none"> <li>▪ Return to Pittsburgh – morning</li> <li>▪ Possible book signing in Pittsburgh</li> <li>▪ Fly from Pittsburgh to NY – need to be at airport around 3 PM</li> </ul>

**NOTE: Try to get Colin to sign one or two of the large posters.**

<b>Event:</b>	Green Energy Fair
<b>Date</b>	Thursday, 3 December
<b>Time</b>	4:30 to 7:30 PM <b>Set-up</b> 3:00 <b>Tear Down</b> 8:00
<b>Target Audience</b>	General Public –and– Edinboro University Students & Faculty
<b>Expected Attendance</b>	250-350
<b>Location</b>	Pogue Center Multipurpose A & B
<b>Food Needs</b>	Popcorn, Pizza & Pop
<b>Room set-up</b>	Open center with tables on the perimeter Similar to a trade show 20 - 6' and 16 - 8' tables <i>2 bottles water, 2 candy bars, mints at each booth</i> Podium & 2 tables on side A (stage) for prize announcements Extra credit sign-up table
<b>Decorations</b>	Banners, Posters, 2 colorful helium balloons on each table tied to rock covered in shiny wrapping paper. (stick with green, yellow, white colors)
<b>A/V needs</b>	1 microphone at each podium (built-in) 1 wireless microphone A/V needs for Eco-Elvis TBD 2 LCD projectors & screens (built-in) 2 Laptop computers
<b>Equipment</b>	6-8 easels for posters
<b>Parking</b>	Parking at the Large McComb Lot Approx. 100 extra cars from general public Approx. 10-20 cars/vans from exhibitors 3 parking lot spaces reserved for computer recycling truck
<b>Security</b>	Discussed with Chief of Police – No issues
<b>Staffing</b>	Technician to set-up microphones, projectors
<b>Event Details</b>	Fair will feature a variety of exhibitors. Including internal campus groups as well as external conservation, recycling, plus for-profit: vendors who sell environmentally friendly products, vendors who sell or install alternate energy solutions, vendors who offer consultations on designing eco-friendly/energy efficient homes or businesses, PLUS exhibitors from other schools <ul style="list-style-type: none"> <li>▪ Greeters at table outside Multipurpose room. Sell 50/50, give out door prize tickets, distribute free stuff.</li> <li>▪ Canned music from 4:30 to 6:30 PM PM</li> <li>▪ Door prizes given out every half-hour (one prize for students, one for public).</li> <li>▪ Printed program, tee shirt &amp; give-away bag to each participant</li> <li>▪ eRecycle truck to be parked near the Pogue to provide an opportunity for students and public to recycle old electronics.</li> <li>▪ Two screens at opposite ends of the room with scrolling ads and info.</li> <li>▪ Have a “resource” table near stage (part A) with magazines, handouts and information.</li> </ul>

<p><b>Costs</b></p>	<ul style="list-style-type: none"> <li>▪ Tee Shirts approx. \$5-7 each (estimate from Brink Ink) <i>We will only order what our budget will allow. Qty will be determined by the number of sponsors.</i></li> <li>▪ Programs (including resources and ideas on energy conservation)– approx \$2-3 each <i>Qty will be determined by the number of ads sold and the anticipated attendance.</i></li> <li>▪ Food - \$ TBD</li> <li>▪ Posters, flyers, signs, banners -- cost TBD</li> <li>▪ Raffle tickets \$16</li> <li>▪ Decorations – helium ballons,</li> </ul>
<p><b>Event Status</b></p>	<p><b>DONE</b></p> <ul style="list-style-type: none"> <li>▪ Pogue Center reserved</li> <li>▪ eRecycle (Michael Bilotti) has agreed to set-up recycling truck small fee for some items, free for others – waiting for list</li> <li>▪ Small turbine located at Pogue center for advertising</li> <li>▪ Talked with Chief of Police about parking the recycle truck any other security concerns</li> <li>▪ Got permission from Kari Altof to locate turbine at Pogue Center</li> <li>▪ Got a solar panel for 2<sup>nd</sup> promo display</li> <li>▪ Make flyers for bulletin boards (include energy tips)</li> <li>▪ Planned out publicity</li> <li>▪ Permission to locate solar panel at library</li> <li>▪ Made posters for displays (include energy tips)</li> <li>▪ Sponsor recruited to pay for food (SEF - \$300)</li> <li>▪ Cancel Eco Elvis</li> <li>▪ Ask Dr. E or L to put in a work request for signs (to point to public to Pogue Center)</li> <li>▪ Sell program ads to local businesses – while distributing posters</li> <li>▪ Need to recruit exhibitors (about 10 more)</li> <li>▪ Recruited sponsors (over \$3,000)</li> <li>▪ Door prizes can be stored with Dr. E or Dr. L</li> <li>▪ Secured door prizes</li> <li>▪ Map of exhibitors created</li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>▪ Print exhibitor map</li> <li>▪ Would like to have compact fluorescent give away. Possible sponsors: Home Depot #4124 814.866.2772 WalMart</li> <li>▪ Buy banner hanging stuff (pull tab hangers, <del>blue tape</del>)</li> <li>▪ Create the PowerPoint format (include energy tips)</li> </ul>

<p><b>Exhibitors Signed up</b></p>	<p><b>"Green" Products</b></p> <ul style="list-style-type: none"> <li>▪ Green Lighting LED</li> <li>▪ Alternative Energy, Inc</li> <li>▪ Square Trade Design</li> <li>▪ Honeywell</li> <li>▪ The Hite Company</li> <li>▪ Johnson Controls</li> <li>▪ Thermoflo Equipment Company, Inc.</li> <li>▪ Home Depot</li> </ul> <p><b>Alternative Energy</b></p> <ul style="list-style-type: none"> <li>▪ North Coast Energy Systems</li> <li>▪ Solar Revolution</li> <li>▪ Southwest Wind Power/Sustainable Developers Inc.</li> <li>▪ Hero/BX - Advanced Biodiesel Technology</li> <li>▪ Fuels For Schools and Beyond (biomass)</li> <li>▪ A2E Affordable Alternative Energy</li> </ul> <p><b>Clean Energy</b></p> <ul style="list-style-type: none"> <li>▪ National Fuel</li> </ul> <p><b>University Displays</b></p> <ul style="list-style-type: none"> <li>▪ Allegheny College - Green Dorm Challenge</li> <li>▪ Slippery Rock University</li> <li>▪ The Pennsylvania State University - Behrend</li> <li>▪ Northwest Pennsylvania Collegiate Academy</li> <li>▪ EUP Students of Edinboro for Environmental Defense</li> <li>▪ EUP Engineering and Physics Club</li> <li>▪ EUP Green Bike Program</li> <li>▪ EUP Alternative Energy/Sustainability Committee</li> <li>▪ EUP Energy Management Department</li> <li>▪ EUP Environmental Degrees &amp; Programs</li> </ul> <p><b>Community Interest</b></p> <ul style="list-style-type: none"> <li>▪ PNC Bank</li> <li>▪ eRecycles</li> <li>▪ Green Party of Pennsylvania</li> <li>▪ Lake Erie Region Conservancy (Bucket Brigade Giving)</li> <li>▪ Repower America</li> <li>▪ Boro Women's Services</li> <li>▪ Northwestern REC</li> <li>▪ Lake Erie Allegheny Earth Force</li> <li>▪ Asbury Woods Nature Center</li> </ul>
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<b>Volunteer Needs</b>	<p><u>"Fair Jobs" SPLIT INTO TWO SHIFTS (see sign-up sheets):</u></p> <p>2 Hosts/emcees (announce drawings, entertainment, etc.)</p> <p>6-8 Set-up Crew</p> <p>6-8 Tear Down Crew</p> <p>2 Technicians to run A/V (if needed)</p> <p>2 Photographers</p> <p>1 Videographer (Optional)</p> <p>4 Greeters (hand out programs, welcome guests)</p> <p>4 Exhibitor hosts (help exhibitors find their tables, help set-up, etc.)</p> <p>1 Elvis host (meet &amp; greet Elvis, help him set-up)</p> <p>4-6 Food servers</p> <p>1 DJ (maybe use A/V tech?)</p> <p>4 Helpers for eRecycle</p>
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**INFORMATION FOR EXHIBITORS, ADVERTISORS & SPONSORS:**

**EXHIBITORS:**

- Exhibitors must work directly with issues relating to renewable energy, energy efficiency, sustainable living or environmental conservation.
- Fair will be open to the public from 4:30 to 7:30 PM
- Exhibitor can arrive after 3:30 PM to set-up.
- Smoking is prohibited in any campus building
- Sound devices must be controlled so as not to interfere with others.

**ADVERTISORS**

- Ad sizes:
  - 1/8 Page 2.25"w x 2.0"h
  - 1/4 Page 2.25"w x 4.25"h
  - 1/2 Page 5.5"w x 4.25"h
  - Full Page 5.5"w x 8.5"h
- All ads must be delivered by **November 16, 2009**
- Ads will be printed in Black and White. (cover will be color)
- Files should be provided camera ready in one of the following formats: Adobe Acrobat (.pdf); Photoshop (.psd, .tiff, .eps, .pdf); or Illustrator (.eps, .ai, .pdf)
- Your files should meet the following criteria: 300 dpi (or higher); All fonts converted to outlines or included
- Please forward your ad by e-mail to: Mike@EdinboroGreenWeek.com  
Questions about ads? E-mail or call Mike at (412) 956-7117

**SPONSORS**

- Please deliver all door prizes and sponsor inserts to Edinboro University by **November 24, 2009**. Make arrangements for drop off with Robert Marks – Rob@EdinboroGreenWeek.org.
- E-mail PowerPoint information for scrolling screen display to Mike@EdinboroGreenWeek on or before **November 20, 2009**.

**DEADLINES**

- Booth, Sponsor & Advertising Application: November 13, 2009
- Program Ads: November 16, 2009
- PowerPoint info for Scrolling Display: November 20, 2009
- Door prizes/freebies delivered to EUP: November 24, 2009

<p><b>Possible Sponsors</b> (\$ varies)</p> <p><b>and/or Exhibitors</b> (\$25)</p>	<ul style="list-style-type: none"> <li>▪ Edison Mission Energy</li> <li>▪ Gamesa</li> <li>▪ AMP Ohio</li> <li>▪ John Hangar, Department of Energy PA</li> <li>▪ Representative John Evans – 5th District State Rep.</li> <li>▪ Iberdola Renewables</li> <li>▪ Tetra Tech Wind (jason Funk possible speaker)</li> <li>▪ Winergy Drive Systems</li> <li>▪ Solar Energy Inc. (Pam Denlinger)</li> <li>▪ Everpower Renewables (new Pgh office)</li> <li>▪ GRHC (Jim Ansel)</li> <li>▪ US Windforce (David Friend or Jim Cookman)</li> <li>▪ Cintar (Jim Rice)</li> <li>▪ DeWind (Robert Rugh)</li> <li>▪ Conservation Consultants Inc – Ann Gerace (NO)</li> <li>▪ General Electric (Erie builds drive trains)</li> <li>▪ BP Solar (Frederickburg, MD)</li> <li>▪ Penn Future</li> <li>▪ EMS Environmental (<a href="http://www.emsenv.com">http://www.emsenv.com</a>)</li> <li>▪ North Coast Energy</li> <li>▪ Bergey Windpower</li> <li>▪ Sustainable Energy Fund</li> <li>▪ Southwest Windpower</li> <li>▪ Green Party of Erie County</li> <li>▪ NRG Systems (Jan Blittersdorf)</li> <li>▪ Second Wind</li> <li>▪ Anemometry Specialists</li> <li>▪ Earth Turbines (David Blittersdorf)</li> <li>▪ Green Mountain Energy Company</li> <li>▪ <a href="http://www.Altern-Energy.com">www.Altern-Energy.com</a> (Bill Finch, East Brandywine)</li> <li>▪ The Stone House Group in Bethlehem, PA (solar panel installer doing EUP project)</li> <li>▪ Skinner Power Systems, Erie (steam turbine manufacturer)</li> <li>▪ Delta T Geothermal Heat Pumps (unique heating and cooling method)</li> <li>▪ Penelec (First Energy Corp)</li> <li>▪ Lake Erie Biofuels &amp; HERO BX (mostly want them to provide info and a workshop)</li> <li>▪ Solar Revolution (solar panel installer)</li> <li>▪ Local Edinboro &amp; Erie businesses ie: Eclectic Etceteras, Walker Bros. Chevrolet, Dave Hallman Ford</li> <li>▪ Solar panel installers</li> <li>▪ Northwestern Rural Electric Cooperative Association, Inc.</li> </ul> <p>LONG SHOTS:</p> <ul style="list-style-type: none"> <li>▪ Vestas</li> <li>▪ Mitsubishi</li> <li>▪ Suzlon</li> <li>▪ GE</li> <li>▪ Kyoreca Solar</li> <li>▪ First Solar</li> <li>▪ SunWize</li> <li>▪ Cool Earth Solar</li> <li>▪ AWEA</li> <li>▪ Gerrard Hassan (No but sending hats)</li> <li>▪</li> </ul>
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<p><b>Publicity - Internal</b></p>	<ul style="list-style-type: none"> <li>▪ Website: <a href="http://edinborogreenweek.org">http://edinborogreenweek.org</a></li> <li>▪ Fraternity and service groups: SEED, Circle K, Tri-beta</li> <li>▪ Dr. E., Dr. Lloyd and other professors that have students/classes related to energy &amp; environment (suggest extra credit for participation)</li> <li>▪ Posters or flyers on bulletin boards, dorms and other prominent places** <i>include energy tips on each piece</i></li> <li>▪ Page on EUP Website**</li> <li>▪ EUP Calendar listing**</li> <li>▪ Weekly Messenger listing (<a href="https://secure.edinboro.edu/forms/messenger.html">https://secure.edinboro.edu/forms/messenger.html</a>)</li> <li>▪ EUP Press Release (<a href="https://secure.edinboro.edu/forms/publicity.html">https://secure.edinboro.edu/forms/publicity.html</a>)</li> <li>▪ Tartan Pride Student Group website</li> <li>▪ The Spectator</li> <li>▪ Broadcast e-mail(s)**</li> <li>▪ EUP Radio Station (WFSE)**</li> <li>▪ EUP TV Station (ETV)**</li> <li>▪ Static display at Pogue Center and Library</li> </ul>
<p><b>Publicity- External</b></p>	<ul style="list-style-type: none"> <li>▪ Website: <a href="http://edinborogreenweek.org">http://edinborogreenweek.org</a></li> <li>▪ Local TV, newspaper &amp; radio (WQLN)</li> <li>▪ Eco-Elvis PSA</li> <li>▪ Public websites like: goerie.com, Erie craigslist, etc.</li> <li>▪ Posters in windows of local businesses</li> <li>▪ Nearby colleges <ul style="list-style-type: none"> <li>○ Allegheny College</li> <li>○ Penn State</li> <li>○ Slippery Rock</li> <li>○ Mercyhurst</li> <li>○ Gannon</li> <li>○ Thiel</li> <li>○ Kent State</li> <li>○ Northwest Pennsylvania Collegiate Academy</li> </ul> </li> <li>▪ Nearby high schools <ul style="list-style-type: none"> <li>○ General McLane HS--Bill Wingerter (Associate Supervisor of Buildings and Grounds in charge of the HS wind turbine project); 814-273-1033 ext. 7900</li> <li>○ JS Wilson Middle School – Millcreek</li> </ul> </li> <li>▪ Yard signs (maybe)</li> <li>▪ Banner (no)</li> <li>▪ Notices to nearby colleges, grade schools</li> <li>▪ Info at State Rep John Evans office</li> </ul>
<p><b>Invitation sent</b></p>	<ul style="list-style-type: none"> <li>▪ Edinboro Borough officials</li> <li>▪ LEA Earth Force - Northwest Pennsylvania</li> <li>▪ Tom Ridge Environmental Center</li> <li>▪ Lake Erie Arboretum at Frontier Park</li> <li>▪ Pennsylvania Environmental Council</li> <li>▪ French Creek Conservancy</li> <li>▪ Goodell Gardens</li> <li>▪ Dr. Donald Brown, PSU</li> <li>▪ Waste Management, Inc.</li> <li>▪ Asbury Woods Nature Center</li> <li>▪ Lake Erie Region Conservancy (LERC)</li> <li>▪ Regional Science Consortium (at the Tom Ridge Center)</li> <li>▪ McKeever Environmental Learning Center</li> <li>▪ Audubon Society of Western PA</li> <li>▪ Professional Recyclers of Pennsylvania</li> <li>▪ PA CleanWays</li> <li>▪ Pennsylvania Center for Environmental Education (PCEE)</li> <li>▪ Pennsylvania Resources Council</li> <li>▪ Western PA Conservancy</li> <li>▪ Green Building Alliance</li> <li>▪ Sierra Club</li> <li>▪ Allegheny Defense Project</li> <li>▪ Creek Connections</li> </ul>

<b>Event:</b>	Green Energy Workshops
<b>Date</b>	Thursday, 3 December
<b>Time</b>	7:00 to 8:30 PM <b>Set-up</b> 6:00 <b>Tear Down</b> 9:00
<b>Target Audience</b>	General Public –and– Edinboro University Students & Faculty
<b>Expected Attendance</b>	50-100 in each workshop
<b>Location</b>	Pogue Center Rooms 303A, B, C and 310
<b>Food Needs</b>	Bottle of water for each speaker
<b>Room set-up</b>	Classroom
<b>Decorations</b>	Sign for each room with workshop name
<b>A/V needs</b>	1 LCD projectors & screen in Room 303B 1 Laptop or desktop computer
<b>Equipment</b>	2 Easels for workshop posters (at Green Energy Fair) <i>1 bottle water, mint in each workshop</i>
<b>Parking</b>	Same as Green Energy Fair
<b>Security</b>	
<b>Staffing</b>	Technician to set-up projectors
<b>Event Details</b>	<p>Provide additional information to students and public about renewable energy in the form of hour-long workshops. Workshops to run after the fair. Titles and content are subject to change.</p> <ul style="list-style-type: none"> <li>▪ Biofuels: how they affect you! tbd – HERO/BX</li> <li>▪ Wind Power 101: Is Wind Right for Me? <i>Lisa DiFrancisco</i> - North Coast Energy Systems</li> <li>▪ Solar Panels: the economics for home or business <i>John Purvis</i> – Solar Revolution</li> <li>▪ Home Ideas: energy efficiency solutions that work tHomeworks Energy Solutions</li>   <li>▪ Back-up workshop Lucille Olszewski – wind meteorologist Introduction to Wind Energy; a public information seminar</li> </ul> <p>Workshop from 2:00 to 4:00</p> <ul style="list-style-type: none"> <li>▪ Biomass Wes</li>   <li>▪ Other possible subjects: <ul style="list-style-type: none"> <li>○ The Best Gasoline Powered Cars for the Environment</li> <li>○ Sustainable Living Challenge</li> <li>○ Hydro?</li> </ul> </li> </ul>

<b>Costs</b>	<ul style="list-style-type: none"> <li>▪ Gifts for workshop presenters (only if they were not given free booths or other consideration) \$24</li> <li>▪</li> </ul>
<b>Event Status</b>	<p><b>DONE</b></p> <ul style="list-style-type: none"> <li>▪ Pogue Center rooms reserved</li> <li>▪ Workshops scheduled <ul style="list-style-type: none"> <li>○ <i>Wind Power 101: Is Wind Right for Me?</i></li> <li>○ <i>Solar Panels: the economics for home or business</i></li> <li>○ <i>Biofuels: how they affect you!</i></li> <li>○ <i>Home Ideas energy solutions that work</i></li> </ul> </li> <li>▪ <i>Biomass group is holding a public meeting at EUP from 2-4:00 PM which would bring in another 50 people to the Fair!</i></li> <li>▪ Back-up workshop <ul style="list-style-type: none"> <li>○ Lucille Olszewski – wind meteorologist <i>Introduction to Wind Energy; a public information seminar</i></li> </ul> </li> <li>▪ Workshops added to event map/program</li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>▪ Make workshop door signs</li> <li>▪ Make workshop large posters</li> </ul>
<b>Volunteer Needs</b>	<p>1 Photographer  2 Set-up  2 Tear down  2-4 Workshop hosts  (to meet/greet presenters, show them to their rooms, etc.)  1 Videographer (optional)</p>
<b>Notes</b>	<ul style="list-style-type: none"> <li>▪ Have bottle of water in each room for presenters.</li> <li>▪ Maybe some hard candies?</li> </ul>

<b>Event:</b>	Green Cars/Hybrid Test Drives
<b>Date</b>	Friday, 4 December
<b>Time</b>	11:00 AM to 2:00 PM
<b>Target Audience</b>	Edinboro University Students & Faculty
<b>Expected Attendance</b>	50-100?
<b>Location</b>	Pogue Center Parking lot (preferred)
<b>Food Needs</b>	None <i>(buy coffee or hot chocolate for car dealers)</i>
<b>Room set-up</b>	None
<b>Decorations</b>	Poster directing people how to get their test drives.
<b>A/V needs</b>	None
<b>Equipment</b>	1 Easel for poster (Green Car Poster)
<b>Parking</b>	Discussed with Chief – need to inform him of decision
<b>Security</b>	
<b>Staffing</b>	
<b>Event Details</b>	<p>Provide students and faculty the opportunity to test drive hybrid cars.</p> <ul style="list-style-type: none"> <li>▪ Chevrolet, Ford, Toyota, etc.</li> <li>▪ Segway personal transporters (can be demonstrated indoors if weather turn bad)</li> <li>▪ Get a Smart car?</li> <li>▪ Maybe invite Joel Anstrom, PhD, Director of the Hybrid and Hydrogen Vehicle Research Laboratory, Pennsylvania State University</li> </ul>

<b>Costs</b>	<ul style="list-style-type: none"> <li>▪ Food coupon for car dealers to get coffee or hot chocolate</li> <li>▪ Small token for car dealers?</li> <li>▪</li> </ul>
<b>Event Status</b>	<p><b>DONE</b></p> <ul style="list-style-type: none"> <li>▪ Segway of Western PA is confirmed</li> <li>▪ Dealers recruited to participate <ul style="list-style-type: none"> <li>○ Bianchi Honda</li> <li>○ Superior Toyota</li> <li>○ New Motors Volkswagon</li> </ul> </li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>▪ Double check with all dealers &amp; Segway (Wednesday)</li> <li>▪ Contact Chief – tell him we decided on Pogue Center</li> <li>▪ Consider adding more cars: <ul style="list-style-type: none"> <li>○ Dave Hallman Ford – Hybrid Taurus James Hourigan, General Manager 814.734.1616</li> <li>○ MORE DEALERS <a href="http://local.electrincar.com/Information_About_Hybrid_Car_Erie_PA-r997014-Erie_PA.html">http://local.electrincar.com/Information_About_Hybrid_Car_Erie_PA-r997014-Erie_PA.html</a></li> </ul> </li> <li>▪ Make instruction poster”</li> </ul>
<b>Volunteer Needs</b>	<ol style="list-style-type: none"> <li>1 Photographer</li> <li>2 “Hosts” to meet car dealers/Segway dealer</li> </ol>

<b>Event:</b>	DOOR PRIZES
<b>Details</b>	<p><b><u>GENERAL PUBLIC</u></b></p> <ul style="list-style-type: none"> <li>▪ Digital Camera &amp; case -- <b>M. Robert Marks</b></li> <li>▪ (1) Microwave ovens – large -- <b>M. Robert Marks</b></li> <li>▪ TBD -- <b>Alternative Energy, Inc</b></li> <li>▪ Computer bags – <b>National Fuel</b></li> <li>▪ "Kill-a-watt" brand meter (for use in the home to find out what items are using the most electricity) turbine -- <b>Northcoast Energy Systems</b></li> <li>▪ Coffee mug</li> <li>▪ Hoodie</li> <li>▪ Umbrella <b>Honeywell</b></li> <li>▪ (5) 1 GB Jump drives – <b>Honeywell</b></li> <li>▪ Reusable bag</li> </ul> <p><b><u>STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>▪ (3) Microwave ovens – small/dorm size -- <b>M. Robert Marks</b></li> <li>▪ Windpower hats – <b>Garrard Hassan</b></li> <li>▪ Leather Padfolios – <b>ThinkWind</b></li> <li>▪ Computer cases – <b>Blackwater Environmental</b></li> <li>▪ <i>Small model wind turbine</i> -- <b>Northcoast Energy Systems</b></li> <li>▪ Coffee mug</li> <li>▪ Hoodie</li> <li>▪ (5) 1 GB Jump drives - <b>Honeywell</b></li> </ul>

<b>Event:</b>	RESOURCES
<b>Details</b>	<p><b><u>For Green Energy Fair – Resource Table</u></b></p> <ul style="list-style-type: none"> <li>▪ Solar Energy magazines</li> <li>▪ WindPower magazine</li> <li>▪ Green Roof magazine?</li> <li>▪ A2E</li> <li>▪ Other handouts</li> <li>▪</li> <li>▪</li> </ul>

<b>Event:</b>	FOLLOW UP TASKS
<b>Date</b>	Saturday, 5 December
<b>Details</b>	<ul style="list-style-type: none"> <li>▪ Send Thank you Letters &amp; E-mails: <ul style="list-style-type: none"> <li>○ Dr. E</li> <li>○ Dr. L</li> <li>○ Kari Altof (help with Pogue Center)</li> <li>○ Bruce Whithair (approval to get sponsors)</li> <li>○ Jennifer Boykin (advise and suggestions)</li> <li>○ Anita Joslyn (PR help)</li> <li>○ APO</li> <li>○ SEED</li> <li>○ Irv Gable (help, advice, etc.)</li>   <li>○ Bill Greenleaf, Natural Power Alternatives</li> <li>○ Ben Bell, Gerrard Hassan</li> <li>○ Lucille Olszewski</li> </ul> </li>   <li>▪ Thank you gifts for <ul style="list-style-type: none"> <li>○</li> </ul> </li>   <li>▪ Send copy of program to all advertisers and sponsors</li> </ul>

<b>Event:</b>	MONEY PROMISED
<b>Details</b>	<p><b><u>EVENT SPONSORS</u></b></p> <p><b>Megawatt Sponsors</b></p> <ul style="list-style-type: none"> <li>▪ Edinboro University Foundation (\$500)</li> <li>▪ Solar Revolution (\$500)</li> <li>▪ North Coast Energy Systems (\$100)</li> <li>▪ Honeywell (\$500)</li> <li>▪ The Hite Company (\$500)</li> </ul> <p><b>Kilowatt Sponsors</b></p> <ul style="list-style-type: none"> <li>▪ Green Lighting LED (\$100)</li> <li>▪ Alternative Energy, Inc (\$100)</li> <li>▪ Johnson Controls (\$100)</li> </ul> <p><b><u>PROGRAM SPONSORS</u></b></p> <p><b>No Impact Man: An Evening with Colin Beavan</b></p> <ul style="list-style-type: none"> <li>▪ The Black Family Foundation (\$5,000)</li> </ul> <p><b>Green Movie Premiere: The Age of Stupid (\$350)</b></p> <ul style="list-style-type: none"> <li>▪ Irvin P. Gable, Jr. (\$0)</li> </ul> <p><b>Fair Refreshments</b></p> <ul style="list-style-type: none"> <li>▪ Sustainable Energy Fund (\$300)</li> </ul> <p><b>Green Job Panel</b></p> <ul style="list-style-type: none"> <li>▪ National Fuel (\$300)</li> </ul> <p><b><u>ADVERTISORS</u></b></p> <p><b>Full Page \$100</b></p> <ul style="list-style-type: none"> <li>▪ HERO/BX (part of sponsor)</li> <li>▪ National Fuel (\$100)</li> <li>▪ Sustainable Energy Fund (sponsor)</li> </ul> <p><b>1/2 Page \$50</b></p> <p><b>1/4 Page \$25</b></p> <ul style="list-style-type: none"> <li>▪ E-Finity (\$25)</li> </ul> <p><b>1/8 Page \$10</b></p> <ul style="list-style-type: none"> <li>▪ 4 downtown businesses (\$40)</li> </ul> <p><b><u>BOOTHS</u></b></p> <ul style="list-style-type: none"> <li>▪ Thermoflo Equipment Co (\$50)</li> <li>▪ Alternative Energy Inc. (\$25)</li> <li>▪ A2E (\$25)</li> <li>▪ Square Trade Design (\$25)</li> <li>▪</li> </ul>

<b>Event:</b>	<b>MONEY RECEIVED</b>
<b>Details</b>	<p><b><u>EVENT SPONSORS</u></b></p> <p><b>Megawatt Sponsors</b></p> <ul style="list-style-type: none"> <li>▪ Edinboro University Foundation (\$500)</li> <li>▪ Solar Revolution</li> <li>▪ North Coast Energy Systems</li> <li>▪ Honeywell (\$500)</li> <li>▪ The Hite Company</li> </ul> <p><b>Kilowatt Sponsors</b></p> <ul style="list-style-type: none"> <li>▪ Green Lighting LED (\$100)</li> <li>▪ Alternative Energy, Inc</li> <li>▪ Johnson Controls</li> </ul> <p><b><u>PROGRAM SPONSORS</u></b></p> <p><b>No Impact Man: An Evening with Colin Beavan</b></p> <ul style="list-style-type: none"> <li>▪ The Black Family Foundation (\$5,000)</li> </ul> <p><b>Green Movie Premiere: The Age of Stupid (\$350)</b></p> <ul style="list-style-type: none"> <li>▪ Irvin P. Gable, Jr. (\$0)</li> </ul> <p><b>Fair Refreshments</b></p> <ul style="list-style-type: none"> <li>▪ Sustainable Energy Fund</li> </ul> <p><b>Green Job Panel</b></p> <ul style="list-style-type: none"> <li>▪ National Fuel (\$300)</li> </ul> <p><b><u>ADVERTISORS</u></b></p> <p><b>Full Page \$100</b></p> <ul style="list-style-type: none"> <li>▪ HERO/BX (part of sponsor)</li> <li>▪ National Fuel (\$100)</li> <li>▪ Sustainable Energy Fund (sponsor)</li> </ul> <p><b>1/2 Page \$50</b></p> <p><b>1/4 Page \$25</b></p> <ul style="list-style-type: none"> <li>▪ E-Finity</li> </ul> <p><b>1/8 Page \$10</b></p> <ul style="list-style-type: none"> <li>▪ 4 downtown businesses (\$40)</li> </ul> <p><b><u>BOOTHS</u></b></p> <ul style="list-style-type: none"> <li>▪ Thermoflo Equipment Co</li> <li>▪ Alternative Energy Inc.</li> <li>▪ A2E (\$25)</li> <li>▪ Square Trade Design (\$25)</li> <li>▪</li> </ul>

<b>Event:</b>	MONEY SPENT
<b>Details</b>	<ul style="list-style-type: none"><li>▪ \$292.54 The Age of Stupid Movie</li><li>▪ \$5,000 Colin Beavan</li><li>▪ \$ Vecenie for Root Beer</li><li>▪ \$ 240 – Energy Saving booklets</li></ul>