

**Solar Tour Planning Committee Call
October 1, 2007 10:00 – 11: 30 am**

A) Brochure

- Orrin will pick up brochure (Sara will coordinate with Greg and Orrin)
- Orrin will deliver to Janelle, who will ship signs and brochures to southern Utah
- Orrin will give 100-200 brochures to Ken/Sara/Greg to distribute at certain areas around town:
 - distribute at REI – Ken S
 - Dan's at Foothill – Ken S
 - Albertsons – Ken S
 - Green Building Center – Ken S
 - Wild Oats (SLC) – Sara
 - Wild Oats (PC) – Greg

B) Stuff for Southern Utah -

- 1) 25 brochures per site – **TOTAL: 350**
(8 sites in St. George; 6 sites in Cedar City)
- 2) **Signs:** 3-4 signs per site in St. George and Cedar City (**TOTAL: 42 Signs – 3 per site**)
- 3) **National Solar Tour Signs** (Sara will send the logo, which can be printed off and posted in extra places as needed)

C) Shipping info for So. Utah:

Beth Buell
Solar Unlimited
2353 West Park Avenue
Cedar City, Utah 84720

Beth/Gerald will get the stuff to Rene and Joan

D) Stuff for Volunteer Training Oct 3rd 5:00 – 6: 30 pm (Dept of Nat Resources)

- 1) **Signs:** (Orrin has 100 signs)
- 2) Tour Brochures (25 per site)
- 3) Solar PV and Solar Thermal brochures (Sara will print and bring these)
- 4) Posterboard with photos of sites (Ken Gardner):
 - Jameson Apts
 - Simes, Maureen
 - Udvary home
 - Frank Drews (Janelle will send photo and site info to Sara and Ken S.)

Others?

5) Sign up sheets (Sara will print these)

6) Extra National Solar Tour signs (Sara will print these and bring extra)

7) MiSC. **solar planning committee members/sponsors can provide any information, business brochures (at least 75-100 copies)**

Sara will follow up with Rene on Volunteer training etc.

Sara will send final site list, Jason will follow up on volunteer placement

E) Site Contact before tour day

- Volunteers assigned to sites will be responsible for contacting their site host to coordinate for tour day
- On Thurs/Fri - Peg and Janelle will contact those sites that do not have volunteers to confirm details for tour day

E) Volunteer Thank you Party:

Janelle will reserve room and look into catering with Ricos and Wild Oats (October 18th 6:30 – 8:30 pm)

F) Press:

- **Sara will call Brain Zeuthen** re: outline and solar clip (Ken S) and follow up with Ken S
- Sara will be writing news advisory and press release, will send to Beth and Rene for southern Utah press contacts (**News advisory goes out today; press release on Thursday**)
 - o Alyson@thespectrum.com
- Gerald did radio interview – KSUB 590 (Sept 27)
- Orrin will be doing K-TALK radio

G) Website

- Ken has been updating regularly (Thanks, KEN!) Along with posting sites to the ASES National Solar Tour Site
- Sara will send the final site information (and post to the FTP) to update any sites on the website
- Instead of offering printable versions, put a note at the top of each Area Webpage: **“FREE Solar Tour Brochures with complete site information, driving directions, and tour details will be available at each site the day of the tour.”**