



## WHAT OTHERS ARE SAYING...

*"What an awesome experience it was hosting the Houses That Work education course! Coordination with the staff was a breeze, marketing for the event was professional and effective, and everything was so well organized that I would encourage every green building group to consider hosting one of these classes."*

—Ann Glimm, Co-Chairman of FBA Green Committee

*"It was gratifying to see the crowd taking notes and conferring during the breaks about how they were going to apply their new knowledge to their projects. After the session, everyone was enthused about what a great day of genuinely helpful information they had just experienced. With no reservation at all, I would highly recommend attending any sort of EEBA training."*

— Len Ford, President, Ford Construction Corp.

## QUESTIONS?

Nancy Bakeman | EEBA  
nancy@eeba.org or  
952.881.1098

## BETTER THAN EVER.

EEBA's Houses That Work Education is your best opportunity to learn and apply building science technologies and innovations to improve residential energy efficiency

## A Guide to Hosting a Houses That Work™ Session in your Area

### How to Schedule a Session:

#### Step 1

#### Select a session topic:

- Houses That Work – Building Science (full-day)\*
- Houses That Work for Existing Homes (full day)
- Intro to Houses That Work (half-day)\*\*
- Selling High Performance Homes (full-day)
- Selling High Performance Homes (half-day)\*\*
- Indoor Air Quality\*\*
- Insulation & Air Sealing\*\*
- Ventilation Strategies\*\*
- Water Management\*\*
- Air Sealing: Remodeling for Energy Savings & Comfort (half-day)\*\*
- HVAC System Replacement\*\*

\*recommended as prerequisite prior to the other sessions

\*\*recommend a combination to form a full day of training

#### Step 2

Select 2 dates as options for your event.

#### Step 3

Contact the HTW staff to schedule and plan the event.

Contact Nancy at [nancy@eeba.org](mailto:nancy@eeba.org) or 952-881-1098 to begin the turn-key management process.

**For the last 5 years "100% of Houses That Work attendees said they would attend another session or recommend it to someone they know" DOE survey results**



## What is provided by the EEBA Houses That Work Program?

### Event Promotion

- Marketing material development
- Promotional materials & emails
- Customized curriculum content
- Registration management
- Advance survey/questionnaire to host to determine any key issues that should be addressed

### Event Coordination

- On-site coordinator/registrar
- Facility & food/beverage coordination
- AV needs coordination
- Distribution of hand-out materials
- Coordination of mini expo
- Bookstore set up & management

### Event

- Trainer's fees, lodging & transportation paid
- Customized presentation
- Discounted publications sold onsite

### Post-Event

- CEU tracking and processing of certificates
- Attendee list and contact information provided
- Evaluation summary provided
- Follow up surveys with results shared
- **NEW: All attendees receive one free on-line HTW class on Green Builder College (a \$100 value)**

## What is provided by the local sponsors/host organizations?

- Assist the HTW staff to secure a venue for the event
- Provide your organization logo for inclusion in all promotional materials
- Provide HTW staff with email lists for potential attendees
- Use your communications resources to promote the event or provide the HTW staff with contact information

## Program Financials

### **An Houses That Work session costs \$6500.**

This sponsorship fee covers all of the above itemized details. Most host organizations share this cost with local utilities, public service or energy offices, homebuilders associations, lumber or building supply companies, manufacturers, or green building programs. The HTW staff can assist in identifying options in your area.

(The fees do not cover facility rental, if any, or food & beverage costs. These costs are covered through attendee registration fees.)

## What do I have to do to make this a successful event?

- Schedule your session/date as early as possible.
- Work with the HTW staff to secure the \$6500 fee.
- Provide HTW staff with email lists of potential attendees.
- Promote to organization members and include in your Events Calendar.

## What do I do next?

**Schedule your Houses That Work session with Nancy Bakeman.** Call 952-881-1098 or email [nancy@eeba.org](mailto:nancy@eeba.org).