

# BetterBuilt<sup>NW</sup>

## Performance Path Event Planning Questionnaire

The following questionnaire is designed for utilities seeking support with Performance Path kick-off events, builder and Rater/Verifier roundtables, technical training and other events. For support with Performance Path program design options, refer to the [Performance Path Utility Program Design Form](#).

Please complete this questionnaire and send it to [info@betterbuiltnw.com](mailto:info@betterbuiltnw.com). For assistance with event communications, please submit this form at least **six weeks prior** to the requested email deployment date. If BetterBuiltNW will be determining invitees, please provide details on who should be included.

### Who should BetterBuiltNW contact for questions and/or coordination for your event?

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

### Event Information

Event name: \_\_\_\_\_ Event date: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Event location (including company, building, address and room): \_\_\_\_\_

How many attendees can the event location accommodate? \_\_\_\_\_

Event sponsors: \_\_\_\_\_

Type of event:

☐ Formal presentation    ☐ Informal share out and discussion    ☐ Other (please specify): \_\_\_\_\_

Brief event description (Why should people attend? What they will learn?): \_\_\_\_\_

Website URL for more information and event registration: \_\_\_\_\_

Would you like to have your event posted to the BetterBuiltNW event calendar?

☐ Yes    ☐ No

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Will a meal or refreshments be provided?

☐ Yes   ☐ No

If you intend to serve food, prepare to accommodate for allergies and other dietary restrictions. Provide a brief description of the refreshments you intend to offer (examples include light refreshments/snacks, sandwich lunch, buffet, etc.):

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Are there any special instructions or details for the attendees?

☐ Yes   ☐ No

If yes, please describe: \_\_\_\_\_

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## Event Invitation Details

Who are the target audiences? Check all that apply:

☐ Raters/Verifiers/Providers

☐ Builders/Contractors

☐ Manufacturers/Distributors

☐ Architects/Designers

☐ Home Builders Associations (HBAs)/Building Industry Associations (BIAs)

☐ Home Certification Programs

☐ Utilities (include names here): \_\_\_\_\_

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☐ Other: \_\_\_\_\_

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Who will send the event invitation?

☐ BetterBuiltNW   ☐ Utility   ☐ Other: \_\_\_\_\_

Please provide relevant cities, counties or ZIP codes for your target audiences.

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