

**Sometimes you will receive an event form to fill out in the return email from your legislator or aid. Use the below as a guide:**

**EVENT FORM**

**EVENT:** Site Visit at xxx.

**DATE:** TBD

**TIME OF EVENT:** TBD

**TIME FOR SENATOR TO ARRIVE:** TBD

**TIME SENATOR LEAVES:** 30 – 45 minutes

**LOCATION:** Business name, address and zip code

**PARKING:** on site

**CONTACT PERSON & TITLE:** XXX, Owner

**CONTACT'S PHONE NUMBER:** (xxx) xxx-xxxx, include your best email address as well

**LEGISLATORS ATTENDING:** Legislator(s) name(s) who you have invited

**ATTENDEES:** XXX (Owner), Legislators, Karen Arpino (Executive Director NEHPBA – if I'm invited!), Joel Etter (Gov Affairs, NEHPBA – if he's invited)

**CITATION NEEDED?:** no

**SENATOR ROLE:** The goal for this quick meeting would be to share ideas and information to further our collective efforts in combating climate change.

**Other:**