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**ASES National Solar Tour Local Organizer’s Checklist**

**June**

* Recruit volunteers for sponsorship, promotions, planning
* Discuss selection criteria for tour sites
* Form tour organizing committee

**July**

* Continue to plan tour events
* Choose a date or dates for the tour
* Submit your local tour details to ASES - contact [solartour@ases.org](mailto:solartour@ases.org) to fill out the form
* Assign volunteers to solicit local sponsors
* Assign volunteers to solicit national sponsors
* Put out a call for entries for tour sites to various news and media sources
* Re-engage previous tour sites
* Assist application of potential new tour sites. Send them last year's guide
* Engage local non-profits and meetups to communicate plan for tour and promotions
* Contact local installers to invite them to participate in tour events, ask them to be sponsors
* Order yard signs and tour brochures
* Plan tour events such as speakers, breakfasts, parties
* Arrange a meeting place for attendees to pick up map and guide

**August**

* Review and select tour site submissions
* Put up posters in local library, coffee shops, grocery stores, etc.
* Volunteers to solicit local sponsors
* Volunteers to solicit national sponsors
* Submit order to ASES for yard signs and guides (national sponsor pending)
* Recruit volunteers to support tour hosts, and general tour weekend support.
* Confirm tour sites
* Plan tour main event (breakfast, speaker, party)
* Organize a local map or guide with numbered tour sites and descriptions
* Put up posters in local library, coffee shops, grocery stores, etc.
* Send out weekly press releases

**September**

* Print local map or guide
* Host a meeting/event to pick up materials (yard signs, tour guides) and share information, exchange ideas, and answer questions
* Confirm arrangements for main event
* Send out weekly press releases

**October**

* Put up yard signs and balloons
* Train tour site volunteers
* Prepare initial meeting place for tour goers with a sign in sheet, guides, maps, info about main event