

Educational Booth Outreach Template

COMMUNITY PARTNER INVITATION

HOW TO USE

Use this version when you would like a local partner to table at the celebration and share educational or community resources. Confirm table space, setup timing, and any venue requirements before sending.

Subject: You're invited: Set up an educational booth at [Your Organization] solar energy celebration!

Dear [Name or Organization Name],

On [Date] at [Location], [Your Organization] is hosting a solar ribbon-cutting ceremony.

We are celebrating a major milestone for [Neighborhood or City]! [Your Organization] has recently transitioned to solar energy, installing a [# kW] solar array which will save our organization [\$_____] over the lifetime of the system.

We would love a chance for our community to connect with you at our celebration. If you are interested, we can provide a dedicated space for you to set up a table and share resources that support [local clean energy / community services / relevant topic].

Solar Celebration Details:

When: [Date] | [Time]

Where: [Address]

What to expect: [Briefly describe: ribbon-cutting, food and beverages, tour of the installation, followed by short remarks]

Please contact me with any questions and let us know by [Deadline Date] if you or a member of your staff are interested in tabling.

Warm regards,

[Your Name]