

Open House Toolkit



Overall Open House Steps

- Align **mission statement** with event planning
- **Organize** internally on goals for the open house
- Select an **open house leader** - the point person who will lead planning
- **Budget** for the event
- **Advertise** the open house
- **Prepare the facility** for the event
- Host the event and **have fun!**

Planning an Open House at your Utility? Here are some helpful tips.

For more information, scan the QR code on the backside to access our more detailed guidelines.

Questions about this resource?
Contact: jgosselin@newea.org

What should we think about when planning our Open House?

- What's the utility's mission?
- What do you want people to take away from their open house visit?
- How many staff do you have available to help with the open house?
- Who will be the point person for the planning initiative?
- What are the anticipated costs and how will those be covered?
- What is the best way to share information about the open house?
- How will people learn about the open house?
- What will you require people to do—sign up in advance, wear specific footwear, etc.?

Step by Step

Utility Mission

Budget

Open House Date and Time

Point Person

Plan for Refreshments

Advertising

Most Important Event Takeaway

Educational Materials Needed

How will people sign up?

List of Open House Volunteers

Giveaway

Support Team (Consultants, etc.)

For full information and planning resources, scan the QR code to access the Open House Guidelines for Public Water Facilities Toolkit by the New England Communications Collaborative.

