Workforce, Education & Training
SCE Mobile Energy Unit
Event Request Form

SCE Requestor Information

Name:	Department:	
Email:	PAX:	Phone:
Internal Order # or Cost Center:	***PLEASE NOTE:*** *An Internal Order number or Cost Center is required for any event unless otherwise approved by MEU Program Management.*	

If you are completing this form for another party and wish to receive notifications about this event, please provide your name and email below:

Preparer Name:	*Preparer Email:*

Event Partners (If Applicable)

Utilities Attending Event?	☐ SoCal Gas	☐ SDG&E	☐ PG&E	☐ Other:
Type of Event?	☐ Residential	☐ Business	☐ Education	☐ Other:
Which Program Areas Will This Event Support?	☐ Income-Qualified	☐ Residential	☐ Business	☐ Solar
	☐ Demand Response	☐ Partnerships	☐ SmartConnect	☐ Other:

Event Information

Event Name:	Start Date:	End Date:	
Start Time:	End Time:		
Type of Display(s) Requested:	☐ HpMLC (80' x 20')	☐ 2nd Unit (No Tent)	Other Display(s) Requested:
	☐ 2nd Unit (10' x 20' Tent)	☐ 2nd Unit (10' x 10' Tent)	
Location / Venue Name:			
Address:	City:	State:	Zip:

Event Demographics

Estimated Attendance:	Ethnic Focused Event?	◯ Yes	◯ No	If Yes, Describe:
Event Justification:				
Goals / Deliverables:				

Event Logistics

SCE Sponsored?	◯ Yes	◯ No	Event Location:	◯ Indoor	◯ Outdoor	◯ Other:
Booth Fee? ***(Requestor Responsible for Fee)***	◯ Yes	◯ No	Amount of Booth Fee:			
Will Electricity be Available?	◯ Yes	◯ No	Is Event in SCE Service Territory?	◯ Yes	◯ No	

Contact Information

Event Organizer Name:		Event Organizer Phone:	
SCE Rep Attending? ◯ Yes ◯ No	SCE Rep Name:	SCE Rep Cell Phone:	

PLEASE NOTE:
1. Unless otherwise specified, the consultants will arrive approximately 1 hour prior to the start of the event and pack up at the event conclusion.
2. Requestor is responsible for any additional expenses such as pick-up / delivery of giveaway items, return shipments, and all other special event requirements.

Miscellaneous Information

Additional Event Information:
Set-Up / Tear-Down Information:

Approval (MEU Program Management Use Only)

Is This Event Approved? ◯ Yes ◯ No	
Reason(s) Not Approved:	
MEU Program Manager Signature:	Date:

NOTE: Events Outside of SCE Territory Require a Justification Letter Along with the Event Request Form