Greetings! This is a premade Lights Out sheet you can use for your event! Feel free to change the upper left side textbox on the sheet to your university’s name/acronym. We have left room for any extra instructions that are personalized to your specific university/event underneath the last bullet point for you to fill in if needed.

Staff members who are running the event should take time to read through the instructions on this sheet just in case attendees have questions. We find it is usually helpful to give an example of what light fixtures — and the number of bulbs in that fixture — are before sending a group out just in case the group members are unsure.

While we understand that printing out paperwork to be used for a sustainability event might seem counterintuitive, we find that energy conserved and education presented through these events is a good rationale and that printed copies of this sheet help people better understand the program and feel like they are doing an important job — which they are! And the paper used can also be recycled after data has been collected!

If you have any other questions concerning this sheet, feel free to email us at [illinilights@gmail.com](mailto:illinilights@gmail.com). We will answer any and all questions!