



## THE PACHAMAMA ALLIANCE

### **Brief Sample text for Event Reminder #1** *(two weeks before the event)*

Hey *[Friend]*,

I just wanted to shoot you a 2-week reminder about the viewing party coming up Tuesday Nov. 8<sup>th</sup>! I'm really excited that you'll be there!

Not only will you meet some cool folks but you'll also have a chance to learn more about the Pachamama Alliance as well as donate if their work speaks to you.

*[Insert personal host notes: such as address/directions or maybe guest can bring potluck item if they'd like]*

And I'll send you one last brief reminder a few days before the event.

See you soon!  
*[Host name]*

### **Sample text for Event Reminder #2** *(one week before the event)*

Hey *[Friend]*,

Can't wait to see you in a few days at my viewing party! Here are final details for day of:

**Date:** Tuesday, November 8<sup>th</sup>, 2011

**Time:** *[insert local time]*

**Location:** *[your address]* – link for directions via public transit/driving;

- any parking notes
- instructions to access viewing place

**Notes:** Not required but you're more than welcomed to bring light snack/dish/drink and if you'd like, a checkbook if you decide to donate. If you can, please come a few minutes early!

Please call me (number) if you have any questions or last minute guests you'd like to bring

See you next week!  
*[Host name]*