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**District Meeting Communications Via Constant Contact**

**Required Content**

**SAVE THE DATE EMAIL**

**Timing: 3-4 months ahead of event**

* **What- is the event**
* **Theme and Artwork (Graphic)**
* **Who- is putting it on**
* **Where- location**
* **When-date**
* **Why – to save the date- sneak peak**
* **A few Highlights-Vendors- Speakers-Projects**

**SPRING OR FALL DISTRICT MEETING REGISTRATION EMAIL**

**Timing: 8-10 weeks ahead of event**

* **What- is the event**
* **Theme and Artwork (Graphic)**
* **Who- is putting it on- Who is the contact person for questions**
* **Where- location -map or parking directions if needed**
* **When-date and time**
* **Speakers; Headshot and bio of speakers-**
* **Vendor -variety or highlights**
* **Other special features (bringing food, books to share, yearbook table etc)**
* **How much - cost?**
* **Registration Form**
* **Lunch choice description and selection on form if options**