

Directions:

1. Be sure to replace every place you see [\[Your Event Name\]](#) with the name of your event and [\[Your Organization Name\]](#) with the name of your organization.
2. Replace any names and phone numbers with your own.
3. Update all text in blue brackets (you don't need to change the color of the text – color is not copied over).
4. When you copy this text into the email tool, colors and formatting, such as centering, will not copy. They are here for you see a sample. You may add this formatting within the email tool.

Good Morning Team Captains,

Only 2 months until the BIG DAY!!

Now is the time to build and connect with your teams. If you have been emailing your team members weekly GREAT! If you have not, now is the time. Log into your Fundraising Center at [http://wizathon.com/\[yourfoldername\]](http://wizathon.com/[yourfoldername]).

Try and send out one encouraging email each week just to let your team members know you are there and that you can't wait for the big day. This friendly reminder will help them remember to send out emails and try and get some more support from their family and friends. We need to do some fundraising guys! We can do this!

Give your team members a boost and maybe have the team meet once a week for 20 min to train. Just a thought.

For instructions on how to send emails to team members, visit our [FAQ page](#).

We are so appreciative for all you are doing to help [\[Your Organization Name\]](#) in raising funds for [\[organization cause\]](#).

Keep up the GREAT work!!

Have a wonderful day,
Herb Jones
[\[Your Organization Name\]](#) Director