

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.

Hi %firstname%,

First, on behalf of the *[Your Organization Name]*, we'd like to thank you for signing up to participate in our event and to support *[our cause]*. We appreciate you valuing our important cause and can't wait to see you on *[event date]*!

You've set yourself up for an excellent fundraising goal, and we are here to make sure you get there as quickly and easily as possible. Your registration included the creation of a **fundraising page**, which is yours to personalize and share. Log into your Fundraising Center, upload a photo and add your personal story, which demonstrates your connection to *[Your Organization Name]*. It doesn't need to be long, but it needs to be from you!

Fundraising can be easier than you may think. With email, social media and other electronic means of communicating, spreading awareness is only a click away! And all of the tools that you will need are built into your Fundraising Center. Log in by visiting our site at [http://wizathon.com/\[yourfoldername\]](http://wizathon.com/[yourfoldername]).

Use the 5 steps below as a guide to raising an easy \$400 for *[our cause]*.

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|---|--------------|
| 1. Ask 4 family members to donate \$25 each. | \$100 |
| 2. Ask 4 friends to donate \$25 each. | \$100 |
| 3. Ask 4 co-workers to donate \$25 each. | \$100 |
| 4. Ask your boss for a company contribution of \$50. | \$50 |
| 5. Ask 2 local business you frequent to donate \$25 each. | \$50 |
| TOTAL | \$400 |

The key is volume. \$25 a person adds up quickly. Our success lies within your success!

Our team is here to help, so shoot us an email if you have any questions.

With gratitude,

[Your Organization Name] Staff

