

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.

Hey everyone!

Participant Jane Doe is this week's fundraising *All-Star*! She raised over \$500 this week, all of which will benefit *[your cause]*. Keep up the great work Jane!

Honorable Mentions include John Doe, Emily Miller, Tricia Jones. We owe you and your sponsors a big thank you for your efforts to support our cause.

Challenge yourselves to make it to All-Star level by next week. Work on generating sponsorships today!

As always, we thank you for joining us in this exciting event, and for supporting *[Your Organization Name]*!

Until next week,

[Your Organization Name]

[http://wizathon.com/\[yourfoldername\]](http://wizathon.com/[yourfoldername])