**EMAIL SET-UP**

**\*\*Required. Incomplete forms will be returned. Please submit to** [**cansupport@aclu.org**](mailto:cansupport@aclu.org)**.**

If you have not already, please schedule the email on the [CAN Calendar.](https://www.acluloop.org/Departments/affiliateSupport/CAN/Lists/CAN%20Calendar1/Main.aspx)

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| **Affiliate Name \*\*** | Mississippi |

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| **Target Audience \*\*** |
| Affiliate Full List  Segmented list (Please provide zip codes, chapter code or any other geo-information below. Please separate zip codes with a comma.) |
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| **Testers and Reviewers \*\***  **Please provide the email address of those that should receive a test version of this email. One person from your affiliate should respond to the CAN team with edits from all members of your affiliate team. Please don’t have everyone reply directly to the CAN team.** |
| Zakiya Summers  [zsummers@aclu-ms.org](mailto:zsummers@aclu-ms.org) |

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| **Email Template \*\***  **Note: Images are required for the Action, Event and Banner format emails.** | | | |
| Letter format  (no image) | Action format  (image 190x230) | Event Template  (image 350x300) | Banner Format (Image 600x300) |
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| **Subject line \*\***  Tease, tell or take action. Avoid initial caps, keep it under 50 characters, and make it compelling for constituents to open your email. Avoid the words “Help,” “Act,” “Marriage,” “Immigration,” “Immigrant,” “Action,” ” Let’s,” and “Save the date.” |
| Register for our criminal justice reform training |

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| **Pre-header Text \*\***  The pre-header is the short summary text that follows the subject line when an email is viewed in the inbox. It is right about the header logo. Include a call to action. |
| Preparing for 2018 Legislative Session |

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| **Side Box Content (Action & Event format only)** |
| Webinar: Criminal Justice Reform Webinar  Wednesday, October 25, 6-6:30 p.m. CT  Online Webinar  RSVP By Email |

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| **Hyperlinks for email message \*\*** |
| RSVP/Sign-Up link to email address – [bfeldman@aclu-ms.org](mailto:bfeldman@aclu-ms.org) |

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| **Email Body Content \*\***  Keep the content brief. One of the worst mistakes we make is trying to include the entire story into the email message. Think about when you open an email in your inbox. Do you read every single word in there? Probably not. Find a way to summarize the content compelling way, and let them click through to a page on your website for more information.  Answer the these three questions for the reader when you write your message:   1. **What are you asking me to do?** Always give the reader an action to take. Your call to action should be able to stand-alone. Remember, people scan their emails, and if there is one thing you want your recipient to notice, it is your call-to-action. 2. **What is in it for me?** You know the value of your email content, but does your recipient? Tell them why taking action is important for them or why they should attend an event. 3. **Why should I care?** Write in the second person – orient the copy toward the reader and not the ACLU. Readers take action on things that are about them or affect them. |
| We continue our Wednesday Webinar series with Criminal Justice Reform. Learn about the initiatives we will push during the 2018 Legislative Session. Plus find out how you can help us lobby for measures, like a statewide body cameras policy for law enforcement and written consent to search, just to name a couple.  **RSVP for the Wednesday, October 25 webinar on criminal justice reform.**  30 mins webinar: Criminal Justice Reform in Mississippi  Wednesday, October 25, 2018  6-6:30 p.m.  RSVP BY EMAIL  This week’s topics include:   * Police Accountability * Decarceration * How to help us in the Mississippi State Legislature   Tune in next **Wednesday, October 25th at 6:00 p.m.** to learn all about our efforts to reform the criminal justice system in Mississippi! RSVP by emailing [bfeldman@aclu-ms.org](mailto:bfeldman@aclu-ms.org).  **Save the date for our last scheduled webinars:**  November 1: LGBT Rights  **Sign up: Let’s fight for a more just and equitable Mississippi!** |

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| **Social Share Buttons \*\***  **Social share buttons are added to the Action and Event templates. Please provide the language below for Twitter. We cannot customize the email or Facebook links.** |
| **Twitter:** |
| Facebook & Twitter |