**EMAIL SET-UP**

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| **Affiliate Name** | West Virginia (50) |

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| **Mailing Date:** | 11/20/2017 | **Flexibility:** | Can't be moved  Slightly moveable, up to 3 days  Moveable, 3 to 5 days |

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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.) |
| 26040, 26039, 26041, 26055, 26038, 26031, 26033, 26036, 26074, 26059, 26003, 26060, 26037, 26058, 26070, 26030, 26032, 26035, 26075, 26047, 26034, 26050, 26062, 26056 |

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| **Testers and Reviewers** |
| [jcohen@acluwv.org](mailto:jcohen@acluwv.org)  [mkennedy@acluwv.org](mailto:mkennedy@acluwv.org) |

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| **Images**  Please provide an image. Use high-resolution images and edit only using appropriate software. It is recommended you use only one image. Recommended size is 250px x 250px or less. |
| Images attached  Please use a stock image  No image |

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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.” |
| Join us in Wheeling |

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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. |
| Join us in Wheeling to write to your representatives and urge them to pass a clean DREAM Act. |

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| **Side Box Content** |
| Remove side box  Include side box  DACA Letter-Writing Party  Monday, November 27, 7:30 pm – 8:30 pm Cassidy, Cogan, Shapell & Voegelin, L.C.  The First State Capitol  1413 Eoff St.  Wheeling, WV 26003  RSVP on [Facebook](https://www.facebook.com/events/143912519586222/) |

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| **Hyperlinks for email message** |
| <https://www.facebook.com/events/143912519586222/>  <http://acluwv.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's one thing you want your recipient to pick up on, it's 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. |
| Dear ACLU of West Virginia Family,  We hope you can join us on November 27 in Wheeling to write your representatives and ask them to pass a clean DREAM Act. The Trump Administration’s decision to terminate the Deferred Action for Childhood Arrivals (DACA) program has broken a promise that was made to 800,000 young “DREAMers.”. These DREAMers and their families have had their lives thrown into disarray while they wait to learn what their futures will hold.   The stakes are high with the clock running out on DACA. Our lawmakers must decide if they will honor the promise that was made, or side with those spewing bigotry and hatred. These 800,000 lives are not pawns. It is imperative that Congress steps up and delivers a clean and bipartisan solution.   Come out and make your voice heard! We will help you find your representatives if needed, and we will send all of your completed letters. Feel free to come early for the local chapter meeting, which will begin at 7:00 pm.  We hope to see you there!  Onward Together,  [**ACLU of West Virginia**](http://acluwv.org/) |