**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 \*\*** | ACLU OF COLORADO |

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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.) |
| 80903,80912,80901,80937,80935,80936,80941,80942,80946,80947,80949,80950,80962,80970,80977,80995,80997,80934,80933,80932,80960,80931,80905,80910,80909,80907,80904,80906,80916,80917,80915,80914,80918,80902,80829,80911,80922,80919,80951,80939,80923,80920,80938,80927,80809,80924,80840,80925,80929,80926,80841,80913,80819,80817,80908 |

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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.** |
| DELANA MAYNES AT DMAYNES@ACLU-CO.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.” |
| Free screening of "Care in Chaos." w/director Jessica Pieklo |

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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. |
| Award-winning documentary uncovers attacks against abortion clinics under Trump |

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| **Side Box Content (Action & Event format only)** |
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| **Hyperlinks for email message \*\*** |
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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. |
| Join Planned Parenthood of the Rocky Mountains, NARAL and the ACLU Of Colorado for this free screening of the documentary "Care in Chaos." After the screening, participate in a Q and A with Director Jeesica Pieklo.  March 5th, 7pm  Downtown Colorado Springs  \*\*Exact Location will be sent with RSVP\*\*  RSVP to dmaynes@aclu-co.org  Calla Hales is the 27-year-old administrator of the busiest abortion clinic in North Carolina, and she’s at the end of her rope. Hundreds of protesters congregate daily outside her clinic, yelling on loudspeakers and jumping in front of cars, while the police look on indifferently. How chaotic will it have to get for officers to take action on behalf of Calla, her staff, and her patients? And is there any other clinic in the United States she can look to for hope?” |

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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:** |
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