**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 \*\*** | Nevada |

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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.) |
| 89143, 89131, 89085, 89086, 89084, 89149, 89130, 89031, 89081, 89191, 89129, 89032, 89115, 89030, 89134, 89128, 89108, 89106, 89101, 89110, 89156, 89138, 89144, 89145, 89107, 89117, 89146, 89102, 89104, 89142, 89147, 89109, 89121, 89135, 89118, 89119, 89120, 89122, 89014, 89011, 89015, 89005, 89148, 89113, 89139, 89123, 89074, 89005, 89161, 89012, 89002, 89141, 89183, 89179, 89054, 89044, 89052, 89179, 89026 |

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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.** |
| [juhl@aclunv.org](mailto:juhl@aclunv.org); [story@aclunv.org](mailto:story@aclunv.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.” |
| Party with a purpose with the ACLU of Nevada on June 15 |

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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. |
| Get tickets to celebrate civil liberties with the ACLU of Nevada on Friday, June 15 at The LINQ! |

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| **Side Box Content (Action & Event format only)** |
| ACLU of Nevada’s 15th annual Celebration of Civil Liberties  5:30 p.m., Friday, June 15  Wheel House at The LINQ Hotel and Casino  3535 S. Las Vegas Blvd.  Las Vegas, NV 89109 |

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| **Hyperlinks for email message \*\*** |
| <https://action.aclu.org/event/nv-2018-celebration-civil-liberties> |

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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. |
| Dear supporter,  [Get your tickets now](https://action.aclu.org/event/nv-2018-celebration-civil-liberties) for the ACLU of Nevada’s 15th annual Celebration of Civil Liberties!  Join us and party with a purpose—enjoy gourmet hors d’oevres, wine and beer, and silent auction packages alongside civil rights leaders and activists from across Southern Nevada. Proceeds will support our work defending and expanding civil rights and liberties in the Silver State.  We’re honoring a youth activist for the first time this year. Reno high school student Noah Christiansen was catapulted into the national spotlight after he was suspended for calling his congressman during the National School Walkout earlier this year. For his commitment to free speech and civic engagement, Noah will receive our Voice of Tomorrow Award.  The ACLU of Nevada will also honor former U.S. Senator Richard Bryan with our Liberty in Government Award.  [Get your tickets now to join the fun](https://action.aclu.org/event/nv-2018-celebration-civil-liberties)!  In Liberty,  Tod Story  Executive Director  ACLU of Nevada |

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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:** |
| Get your tickets now for @ACLUNV’s 15th annual Celebration of Civil Liberties! June 15 at The LINQ  bit.ly/2018ACLUNV |