**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 South Dakota |

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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.** |
| [jfarley@aclu.org](mailto:jfarley@aclu.org), [ajorgensen@aclu.org](mailto:ajorgensen@aclu.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.” |
| Let’s talk politics – first pint is on us! |

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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 the ACLU of South Dakota for cheers + beers + chats and celebrate Pride weekend in Pierre. |

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| **Side Box Content (Action & Event format only)** |
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| **Hyperlinks for email message \*\*** |
| Event page: <https://www.aclusd.org/en/events/pints-politics-pierre-edition>  RSVP: <https://action.aclu.org/webform/sd-pintsandpolitics?ms_aff=SD&initms_aff=SD&ms=180601_pintsandpolitics_pierre_&initms=180601_pintsandpolitics_pierre_&ms_chan=web&initms_chan=web> |

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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 the ACLU of South Dakota for cheers + beers + chats and celebrate Pride weekend in Pierre.  Pints & Politics: Pierre Edition is an opportunity to socialize and network with ACLU supporters, meet the staff of the ACLU, and learn how our mission is changing South Dakota.  The first 25 people to RSVP will receive a voucher for a pint of beer on us (or beverage of your choice)! Hors d’oeuvres and ACLU swag bags will be provided for all attendees.  Take this opportunity to tune in, make your voice heard, and join us in our work toward creating a smarter criminal justice system.  - - -  **Schedule:**  5:30 Doors open  7:00 Word from our Policy Director  7:30 Door prizes  - - -  [**RSVP by June 25th to claim your free drink!**](https://action.aclu.org/webform/sd-pintsandpolitics?ms_aff=SD&initms_aff=SD&ms=180601_pintsandpolitics_pierre_&initms=180601_pintsandpolitics_pierre_&ms_chan=web&initms_chan=web)  Cheers,  ACLU of South Dakota |

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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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