**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%2520Calendar1/Main.aspx)

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| **Affiliate Name \*\*** | ACLU of Colorado |

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| **Target Audience \*\*** |
| ☐ Affiliate Full List  X Segmented list (Please provide zip codes, chapter code or any other geo-information below. Please separate zip codes with a comma.) |
| 81320, 81435 |

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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.** |
| [jkrieger@aclu-co.org](mailto:jkrieger@aclu-co.org), [vmichel@aclu-co.org](mailto:vmichel@aclu-co.org), [jhigham@aclu-co.org](mailto:jhigham@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) | x 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.” |
| ACLU is coming to Telluride this weekend |

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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 ACLU of Colorado in Telluride this weekend for a Know Your Rights Training and a discussion with our Executive Director. |

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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 ACLU of Colorado in Telluride this weekend for a Know Your Rights Training and a discussion with our Executive Director.  Civil Rights Work in the Age of Trump  Featuring  Nathan Woodliff-Stanley, Executive Director  Alejandra Garza, Field Director    Cash Bar w/ Appetizers Provided    Saturday, September 9, 2017  5:00 – 7:00 p.m.    Baked in Telluride  127 South Fir Street, Telluride, CO 81435    \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Know Your Rights for the Immigrant community in Telluride  Friday, September 8  6:00 - 8:00 p.m.  Telluride Fire Station No. 1  131 W Columbia, Telluride, CO  Dinner provided.  Conozca Sus Derechos para la comunidad inmigrante en Telluride    Viernes, 8 de Septiembre  6:00 – 8:00 p.m.  Estacion de Bomberos en Telluride No. 1  (Telluride Fire Station)  131 W Columbia, Telluride, CO  Cena proporcionada.  Both events are free and all are welcome.  For questions please contact Jill A. Higham at jhigham@aclu-co.org. |

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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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