**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 \*\*** | Illinois |

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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.** |
| [eyohnka@aclu-il.org](mailto:eyohnka@aclu-il.org), [kkoziel@aclu-il.org](mailto:kkoziel@aclu-il.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.” |
| Join us for call one year post election. |

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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. |
| As we discuss our year of resistance against the Trump Administration |

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| **Side Box Content (Action & Event format only)** |
| Tele Town-Hall: One Year Later  Thursday, November 9  7-7:30pm  RSVP TODAY |

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| **Hyperlinks for email message \*\*** |
| https://action.aclu.org/tele-town-hall-one-year-later |

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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 XXX,    Next week marks the one year anniversary of the 2016 presidential elections. This past year has been a time of growth, challenge and resistance. As we mark this anniversary we **invite you to join a special call to discuss the ACLU's success over the past year and our plans for the challenges of the years ahead.**   [Sign up today](http://r20.rs6.net/tn.jsp?f=001zbBe4v8FflTesNMNsARn5O35JF01jeL8czt_56OcZo1tuxhigEfh21V8rOfO_1zSQJw6LnSNHTnD-zq1kPB2dGMnm6wym5T19DZTMUHVMyjxqIRRnRZD-9FsjMneJ58WJQ7f4204z7vIzc7ZucgRS1LfEdemiVxhGflta-V7ICOpu_5-VMZswG8fH3TpiwR14Wq8u1dmyz763Wd35jxYjw==&c=i58zjuob-KJPLK-7Un2UafDWTrvgnElxXf9tZqhGTgwGOu4FOIFZKQ==&ch=MS87Cme7utWIDAemuBvpbDsvVH9ORaqKMtLA9VTycBoFLK56cuuO2A==) to join our tele-town hall discussing our work to protect civil liberties under the Trump Administration on **Thursday, November 9th at 7:00 p.m.** The call features **Colleen Connell, Executive Director at the ACLU of Illinois discussing** strategies for continuing to make progress in protecting and advancing civil liberties and human rights during the Trump Presidency.  Please register before 5:00 PM on Wednesday, November 8.  Participants will receive a call from Stones Phones, our communication technology partner, on Thursday, November 9, 2017 at 7:00 PM. When you answer the call, you will be connected to the conference call. Participants will have the opportunity to submit questions to a moderator during the call by using the touch tone keypad on their phones.  Join us for this important call.   We look forward to talking with you on November 9.     Sincerely,  Edwin Yohnka |

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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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