**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 Indiana |

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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.) |
| 46514, 46515, 46516, 46517, 46507, 46528, 46530, 46545, 46544, 46526, 46573, 46617, 46635, 46637, 46615, 46628, 46619 |

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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.** |
| Ashley Toruno  atoruno@aclu-in.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.” |
| Speaking Freely is Coming to Elkhart! |

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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 Indiana for “Speaking Freely – Yes! You Can Vote!” at the Elkhart Public Library, September 19th. |

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| **Side Box Content (Action & Event format only)** |
| Speaking Freely – Yes! You Can Vote!  Wednesday, September 19, 6:30 – 7:30 pm  Elkhart Public Library  300 S 2nd St, Elkhart |

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| **Hyperlinks for email message \*\*** |
| <https://www.facebook.com/events/273553236805059/> |

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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. |
| Getting out to vote this November will be as important as ever in Indiana!  Join the ACLU of Indiana and our partners at **Speaking Freely - "Yes! You Can Vote!"** at the Elkhart Public Library. The panel of speakers will include members of **communities that often face voter registration challenges** (link this to <https://www.aclu-in.org/en/resources/you-can-vote>) and discrimination at polling locations. With the November elections just around the corner, the panel will break down misconceptions surrounding who can and cannot vote in the state of Indiana, answering all of your questions about registration, absentee voting, the most recent Indiana voting laws and more.  The strength of our democracy lies in the right of all Americans - to vote. If individuals vote on the critical issues facing our country, *we the people will shape our nation’s future.*  This event is open to the public, but make sure to RSVP to get notifications and event updates (<https://www.facebook.com/events/273553236805059/>)! |

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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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