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| **Request from** | ACLU of Kentucky |

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| **Event Title** | Holiday Open House |
| **Date & Time** | 12/8/2017 4:00 pm- 7:00 pm |
| **Location** | ACLU of Kentucky Office,315 Guthrie Street, Louisville, KY 40202 |

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| **Event Contact Information** |
| Africa Hands, 502-581-9746, [Africa@aclu-ky.org](mailto:Africa@aclu-ky.org) |

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| **Event Introduction Content** |
| Before the hustle and bustle of the holiday season gets into full-swing, we invite you to spend some time with us at our annual holiday open house:  ACLU of Kentucky Holiday Open House  Friday, December 8, 4:00-7PM  ACLU of KY Offices, 315 Guthrie St., Suite 300  Louisville, KY 40202 |

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| **Event Confirmation Page & Email Content**  On the confirmation page and in the confirmation email you may want to provide contact info for questions, give directions to the venue; add links, info on special requests, etc. |
| Thanks for registering to join us at the Holiday Open House. Share this email with friends and family so they can RSVP to join us:  Share on Twitter | http://image.actions.aclu.org/lib/fe9315707063007477/m/1/facebook_small.gifShare on Facebook  Thank you for your support,  ACLU of Kentucky  www.aclu-ky.org |

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| **Ticket Name** | **Ticket Description** | **Ticket Price** |
| Free event, we just need name, address, email, phone number |  |  |
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| **Additional Questions or Special Requests to Registrants**  **(e.g. “Please state your meal choices – veggie, kosher, low-sodium”)** |
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| **Email Notification**  **Please list the email address for staff members who would like to receive an email notification when a new attendee registers.** |
| [Africa@aclu-ky.org](mailto:Africa@aclu-ky.org) |

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| **Custom URL**  **All URL’s start with www.aclu.org/secure/[AffiliateCode]. They are also case sensitive so they should be in lower case.**  **Example: www.aclu.org/secure/ga\_2013\_bill\_of\_rights\_dinner** |
| www.aclu.org/secure/ky\_2017\_holiday\_party |