**MORE FORMAL (for Sign-ins):**

Subject: \_\_[club]\_\_’s Participation in ProspectAve

Dear \_\_[officer name]\_\_,

I hope this email finds you well! My name is \_\_[name]\_\_ and I am part of the design team of the upcoming Princeton web app **ProspectAve**. We are emailing you because you are an officer of \_\_[club]\_\_ and we were hoping you could help us collect some information about \_\_[club]\_\_’s openings in the upcoming weeks.

We noticed that it can take a lot of work to constantly promote your club’s special events. Our goal is to make publicity a little easier for \_\_[club]\_\_: our project aims to provide an online platform that allows students to view information about when a club is open through a very user-friendly map. To this end, we will need your help in filling our database about \_\_[club]\_\_’s openings. We believe that the easier it is for students to see that a club is open, the more popular it is likely to be. Don’t worry, our data entry system is entirely painless and easy to use!

Our beta product is currently live at prospectave.io and we are close to our final release. We would love to **meet for around 10 minutes** sometime soon to further discuss this amazing emerging product (whenever and wherever you are free). My number is \_\_[phone number]\_\_. Please feel free to shoot me a text about when you can meet, and thanks in advance for your collaboration.

Best,

\_\_[name]\_\_

ProspectAve Designer

**MODERATELY FORMAL (for typical bickers):**

Subject: \_\_[club]\_\_’s Participation in ProspectAve

Dear \_\_[officer name]\_\_,

I hope this email finds you well! My name is \_\_[name]\_\_ and I am part of the design team of the upcoming Princeton web app **ProspectAve**. We are emailing you because you are an officer of \_\_[club]\_\_ and we were hoping you could help us collect some information about \_\_[club]\_\_’s openings in the upcoming weeks.

The goal of ProspectAve is to make planning nights out a little easier: our project aims to provide an online platform that allows students to view information about when a club is open and what is needed to get in through a very user-friendly map. This way, members can plan ahead for when to hoard up list spots or passes, and non-members will know when to ask for passes/list spots for those coveted nights. To this end, we will just need a little help filling our database about \_\_[club]\_\_’s openings. Don’t worry, our data entry system is entirely painless and easy to use!

Our beta product is currently live at prospectave.io and we are close to our final release. We would love to **meet for around 10 minutes** sometime soon to further discuss this amazing emerging product (whenever and wherever you are free). My number is \_\_[phone number]\_\_. Please feel free to shoot me a text about when you can meet, and thanks in advance for your collaboration.

Best,

\_\_[name]\_\_

ProspectAve Designer

**LESS FORMAL (for more exclusive clients):**

Subject: \_\_[club]\_\_’s Participation in ProspectAve

Dear \_\_[officer name]\_\_,

I hope this email finds you well. My name is \_\_[name]\_\_ and I am part of the design team of the upcoming Princeton web app **ProspectAve**. We are emailing you because you are an officer of \_\_[club]\_\_ and we were hoping you could help us collect some information about \_\_[club]\_\_’s openings in the upcoming weeks.

Our project aims to provide an online platform that allows students to view information about when a club is open and what is needed to get in through a very user-friendly map. This way, members can plan ahead for when to hoard up list spots or passes, and non-members will know when to ask for passes/list spots for those coveted nights. We just need a little bit of help filling our database about \_\_[club]\_\_ events and were hoping you could provide some assistance.

Our beta product is currently live at prospectave.io (but with fake data) and we are close to our final release. We would love to **meet for around 10 minutes** sometime soon to further discuss this amazing emerging product (whenever and wherever you are free). My number is \_\_[phone number]\_\_. Please feel free to shoot me a text about when you can meet, and thanks in advance for your collaboration.

Best,

\_\_[name]\_\_

ProspectAve Designer