

Subject: [R&W] Event Name



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[Blank line 2]

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R&W Members,

Description of event will go in this space. Highlights such as the **name of the event** and the **date/time** of the event may be bolded for emphasis. This section should give a general overview of the event so that members can determine if they want/should attend the event. Try to be as concise as possible. The fewer words the better! Event contact information should also be included here with a [hyperlink](#) to your e-mail.

Notes to remember:

- This body text should be typed in Arial size 12.
- Please ensure that Red & White is always written using the appropriate conjunction and spacing– R&W or Red & White.
- Times should always be in numerical form with a space and then capital AM or PM – example: 12:00PM
- Any webpage links or contact e-mails should be hyperlinked.
- Never use italics.
- All e-mails sent to the general body should be proofed by at least two proofers before being sent. The proofing e-mail list should be used for this purpose. Please consider this extra step and don't wait until the last minute to send out event e-mails!

**Event:** Name of the event

**Date & Time:** Weekday, Month 00<sup>th</sup>, 12:00PM

**Location:** Heffner Alumni House

**RSVP:** by Weekday, Month 00<sup>th</sup>

(the RSVP should hyperlink to the event sign-up webpage if appropriate)

Closing,

Your Name

Your R&W organization role