# Reminder Email to Attendees

## Virtual Events

<Date>

Hello

The <Health Care Organization’s Name> Community Priority Action Planning Workshop is three days away! We hope you are excited about the opportunity develop an action plan for meeting the community’s health needs. As a reminder, the virtual event will be hosted using Zoom. To prepare for this virtual event, please test and tour the Zoom platform. Refer here for a tutorial: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->. We encourage the use of a personal workstation or home computer and video to enhance engagement.

We look forward to working with you to improve the health of INSERT COMMUNITY NAME residents.

Sincerely,

<Insert name>

<Insert Organization> Community Champion

## Onsite Events

<Date>

Dear Community Partner,

The < Health Care Organization’s Name > Community Priority Action Planning Workshop is three days away! We hope you are excited about the opportunity to develop an action plan for meeting the community’s health needs. Your input will be very valuable in helping to develop the focus of future health care organization-community projects.  The event is scheduled for <Insert Month, Date, Year, from Time to Time>in the <\_\_\_\_\_room> at <insert location name/address her>. As a reminder, <please bring lunch OR lunch will be provided>.

We look forward to working with you to improve the health of INSERT COMMUNITY NAME residents.

Sincerely,

<Insert name>

<Insert Organization> Community Champion