# Calendar Invite

Community Champions: Please send a meeting invitation (using Outloook, Google, etc.) to all attendees for the Community Priority Action Planning Workshop and include the location <Zoom link provided by The Center OR workshop location>. Additionally, send a reminder email to all attendees three days before your workshop takes place reminding them to attend.

Subject: Community Priority Action Planning Workshop

The purpose of this Community Priority Action Planning Workshop is to develop an action plan for meeting the community’s health needs. This workshop will help identify the strengths, needs, barriers, and challenges facing your community today, and together create a plan to move forward. This is your opportunity to work collaboratively with [HEALTH CARE ORGANIZATION NAME] and community partners. We desire for this session to create open communication between the health care organization and community, build trust, and identify collaborative opportunities. Your input will be very valuable in developing the framework for this project.

**Note to Community Champion (select one of the following to communicate if the workshop in-person or virtual)**

* This workshop is scheduled for <Insert Month, Date, Year, from Time to Time> **virtually** using the Zoom platform. We appreciate the use of video but understand that some will only be able to use computer/device sound. How To – Zoom Tutorial: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
* Virtual Workshop Zoom Link: ADD LINK HERE
* This workshop is scheduled for <Insert Month, Date, Year, from Time to Time> in the <\_\_\_\_\_room> at <insert location name/address here>. Refreshments will be provided by hospital/clinic name (NOTE TO COMMUNITY CHAMPION: INCLUDE THIS SENTENCE IF APPLICABLE).

Sincerely,

<Insert name>

<Insert Organization> Community Champion