Community Champions: Please send an outlook meeting invitation to all confirmed community partners for the community connect event. Additionally, send a reminder email to community partners one week before your event takes place reminding them to attend.

<Date>

Dear <Community Partner Name>,

You have confirmed your attendance at the [HEALTH CARE ORGANIZATION NAME]’s Community Connect Event, facilitated by the National Rural Health Resource Center’s Delta Regional Community Health Systems Development (DRCHSD) Program.

**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).

During the event, we will 1) highlight the healthcare organization’s collaborations already taking place; 2) understand community members and joint partners’ concerns; and 3) learn about our current and emerging services. Your input will be very valuable during the community-focused conversation.

Please contact <insert name, email address, phone number, and organization name> if you cannot attend the event. We look forward to working with you.

 Sincerely,

<Insert name>

<Insert Organization> Community Champion