

Email Header Image:



Directions:

1. **HEADER IMAGE:** Right click on the image above, save it to your device, then add to your email invite. You can also download the image at the bottom of [this webpage](#).
2. **SUBJECT LINE:** Add this to your email subject line: **Leadership Roundtable — A Gathering of Community Anchors**
3. **EMAIL BODY:** Copy / paste the email body template included on the next page. Be sure to replace info in brackets.
4. **FLYER ATTACHMENT:** Don't forget to attach the flyer for your event. You can download your customizable flyer at the bottom of [this webpage](#).

Template, Email Body:

Hi [Name], I hope you're doing well!

I'm reaching out to personally invite you to an upcoming **Leadership Roundtable** — a gathering of people in our community who want to make a difference. This **Roundtable** will bring together leaders from across our area who play a vital role in sharing information, strengthening connection, and shaping how people experience our community.

Event Details:



Date: [Insert Date]



Time: [Insert Time]



Location: [Insert Location]

During our time together, we will:

- Explore how communities across Indiana are strengthening visibility and collaboration
- Learn how What'sUp 24/7 supports a unified, real-time view of local events, jobs, businesses, and organizations
- **Bring all our community's leaders and key influencers onto the same page — utilizing one shared hub of connection so everyone is plugged in and moving in the same direction**
- Discuss ways our community can align our communication and work together more efficiently
- Walk away with simple next steps to strengthen our community's digital presence.

This Roundtable is designed for organizations and people like you — who are trusted, influential, and committed to helping our community thrive.

Attached is a flyer with more details.

We would be honored to have you join us. Please reply to this email to let us know if you can attend.

Thank you for all you do for our community — your leadership truly matters.

Warmly,

[Insert Signature]