

Take a seat

at the table

a community effort to fight hunger

sample e-mails



Use these sample email templates to invite guests, send reminders, and follow-up thank you notes for participating in your Take A Seat Event. These templates are completely optional, but here to help you create your special event. The text in blue will require editing or omission. Copy and paste the text below or if you would like help personalizing your email templates with logos and additional information please contact Jenny Berry by e-mail at jberry@okfoodbank.org

invitation:

Dear [insert name],

Did you know one in four Oklahoma children is at risk of going to bed hungry? In an effort to fight hunger in our community I am participating in the Take A Seat campaign in support of the Community Food Bank of Eastern Oklahoma.

We want to bring the community together to raise awareness about the issue of hunger in our community. While monetary gifts are always needed and greatly appreciated, our emphasis is on bringing the issue, needs and challenges of hunger to a wider group of Oklahomans.

The basic idea behind the initiative is simple: Get together with friends, family, co-workers and experience the gratifying feeling of raising awareness and funds to feed people struggling with hunger. Take A Seat events are held all across eastern Oklahoma throughout the year.

I'm hosting a [BBQ/lunch/dinner] on [date] at [time] at my home in [name of town] [street address] and it would mean a lot to me for you to be there.

I am asking each guest to contribute [insert dollar amount] to the Community Food Bank of Eastern Oklahoma to participate in this [event]. If this amount is slightly out of reach, don't let it sway you from participating, this is just a suggested amount and any contribution will be welcome. OR I am asking for donations of any amount to be contributed to the Community Food Bank of Eastern Oklahoma.

[Depending on how you plan to collect the donations, insert text here] You may make a donation online by [clicking here](#). - Or- We will collect cash or checks at the event.

Every dollar raised will provide the equivalent of four meals to those in our community struggling with hunger. You can read more about Take A Seat by [clicking here](#). Space is limited, so let me know if you'd like to join or if you know of someone else who might.

See you at [dinner, lunch, breakfast]
[Your name]



guest confirmation:

Hi folks,

Thanks so much for stepping aboard! I'm looking forward to our [BBQ/lunch/dinner] on [date] at [time] at my home in [name of town] [street address].

[I'll provide a main dish, but please bring something to help round out our table by replying to the group with your dish and please let us know if you have any food allergies we should be aware of too.]

Remember, we want to bring the community together and to raise awareness about the issue of hunger in our community. While monetary gifts are always needed and greatly appreciated, our emphasis is on bringing the issue, needs and challenges of hunger to a wider group of Oklahomans. I am asking each guest to contribute [insert dollar amount] to the Community Food Bank of Eastern Oklahoma to participate in this dinner. OR I am asking for donations of any amount to be contributed to the Community Food Bank of Eastern Oklahoma.

[Depending on how you plan to collect the donations, insert text here] You may make a donation online by [clicking here](#). - Or- We will collect cash or checks at the event.

Every dollar raised will provide the equivalent of four meals to those in our community struggling with hunger. Hopefully we all can create a comfortable environment for everyone to discuss hunger in our community.

Shoot me an email or give a call with any questions, and look forward to raising a glass together.

See you soon!

[Your name]



final reminder:

Hey friends,

Looking forward to our [BBQ/lunch/dinner] on [date] at [time] at my home in [name of town] [street address]. We're finalizing everything as we speak and preparing to cook up a storm.

[Include any instructions about parking/directions/etc.]

Give me a call or text if you have any questions, and look forward Taking A Seat together soon!

[Your name]

thank you & next steps:

Hi folks,

Thank you all so much for choosing to spend time together, and to each of you for showing up the way you did--with open hearts and open minds, and a willingness to make a difference by fighting hunger in our community.

A few follow-ups:

- Spread the word: Share your experience on social media by using the hashtag #TakeASeatTulsa and #OkFoodBank.
- Share your feedback: We'd love to hear what's stayed with you in the week since we sat down, what you'd change, any "oops or ouch moments", and whether you'd like to stay involved. Please contact Cathy Wilkie by email cwilkie@okfoodbank.org or call 918-936-4544 at the Community Food Bank of Eastern Oklahoma with your feedback.
- Get Involved: Host a dinner of your own or volunteer at the Food Bank by [clicking here](#).
- Donate to the Food Bank by [clicking here](#).

Thank you again for helping to fight hunger in our community. Every dollar we raised will provide the equivalent of four meals to those in our community struggling with hunger.

With gratitude,

[Your name]