



Email to Prospective Meetings Host: How do we recruit meeting hosts? This email template can be sent to prospective meeting hosts. To be used by coalitions to recruit meeting hosts and includes guidelines for meeting requirements.

E-MAIL TO PROSPECTIVE HOST

Hello!

We are reaching out to ask you to consider hosting one of the [CALENDAR YEAR COALITION NAME] meetings!

Host duties include:

- Have the meeting room available from [SPECIFY TIME NEEDED] (for set-up, break-down, networking, etc.).
- Provide seating for approx. [# participants].
- Provide lunch for approx. [# participants].
- Provide a brief presentation about your organization and take members on a tour of your facilities.

Host benefits include:

- Free organizational membership in [COALITION NAME] for one year.
- The opportunity to showcase your breastfeeding services, staff, and facilities.

Note: Many of our previous host organizations have incorporated this into their community outreach/partnerships reporting on grants and program deliverables. The tours/presentations are great opportunities to increase referrals to your organization and strengthen continuity of care for your participants!

If your organization is able to host, please fill in this spreadsheet by [DATE NEEDED] with the date(s) and relevant information for your organization.

Thank you!

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