



# EXAMPLE EMAIL TO PRESENTERS

The following is an example of a form email we send to our presenters. Feel free to modify as needed.

### **Congratulations!**

Your project has been selected to present at Souper Stars on <<DATE>> at <<LOCATION>>. We are so excited that you will be sharing your story with our community! Please confirm that you will be attending our event by replying to this email by <<DATE>>.

### ***Event Details:***

DATE + LOCATION + ADDRESS

\$10 = Soup + Vote!

**Doors open:** 5:10pm

**Soup:** 5:30pm

**Presentations:** 6:15pm

**Voting:** 6:45pm

**Winner Announced:** 7:00pm

### ***Presentation Details:***

You will have five minutes to share your idea with questions to follow from the diners. Watch the "TIMER" for the 1 minute warning, meaning you have 1 minute to wrap things up. During your presentation, make sure to hit these points:

- Who you are?
- What is your project?
- What you will do with the money?
- How much money will your project cost?

As always, we do not use technology so if you want to use props, they need to be everything but a Powerpoint presentation or something where a projector or sound would be needed.

### ***Sharing Event:***

Feel free to tell everyone you know! Spread the word! Invite your network of friends and coworkers to be a part of the evening. Attached is a sheet of reminder cards you can hand out. **Resource #17** <-- for your information; not to be included in email.



***Please, share our Facebook event: << LINK >>***

You may also direct people to [www.SouperStarz.com](http://www.SouperStarz.com) if they haven't experienced a dinner before.

***Press:***

We like to film our dinners. We just want to let you know that there might people taking video at our events. Just think - you could be on a local story!

Please let us know if you have any further questions about this.

With thanks,

The Souper Starz Team!