Email to leaders regarding prospects and donors in attendance

I just wanted to follow up on my note from late last week regarding the prospects at the X event.

We have a record turnout at the event this year, including most of the board and several prospects that we have been working on all year. Listed below are the folks that I am hoping you can connect with that evening, along with a brief suggested action item. I will circle back to you after the event to see if you had any luck meeting these individuals, and to discuss next action steps.

The guest list in its entirety and the research memo are attached, so that you can see the other board members and potential donors. Below are a few individuals of note:

- Prospect Name – two sentences of background (company or foundation name, street address, connection to board member, doctor, trustee)
    - Action step – invite in for a tour of the hospital or lunch with the COO
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    - Action step – invite in for a tour of the hospital or lunch with the COO

Happy to talk through any strategy that may be helpful, please just let me know.

Thanks!

Email with details for colleagues

Attached please find revised details regarding the X event tomorrow, date, at the venue, address.

- Detailed Reception Agenda
- Research Memo
- Shot list for our photographer
- Guest list by last name
- Guest list by table
- Floor plan

Event Details:

- **The board will be arriving at 6:00 p.m. for pictures. We would be grateful if you could plan on being there to greet our VIPs at 6:00 p.m.**
- The event formally runs 6:30 p.m. – 10:30 p.m.
- Option to valet park will be available
- Attire

Feel free to share with any of your Campus leadership as you see fit. I will be off-site tomorrow beginning at 12:00 p.m. so if you need to reach us, please call my cell phone at PHONE NUMBER, as I will have very limited access to e-mail.

Please let me know if you have questions.

Weekly email to committee

I am writing to you with your weekly update for this year's EVENT for FOUNDATION.

To date we have raised $AMOUNT in gross revenue towards our conservative goal of $AMOUNT with AMOUNT ticket reservations.

Attached please find:

- Participation Form
- Brochure
- Master Report showing donors through today
- Sponsorship History - shows donors who have given in the past few years for your outreach sorted by committee member

Thank you for your efforts on behalf of FOUNDATION, please let me know if I can be of any assistance.

Sincerely,

Post event email to committee and guests

Good afternoon and thank you for all of your support of the EVENT to support FOUNDATION on Saturday!!! It was a wonderful night and a terrific celebration for the hospital and we are thrilled to report that we raised over $AMOUNT!

I wanted to share the photos from the event, they can be viewed here and are free to download, just type the password PASSPORD if prompted when downloading: www.WEBSITE.com

You can also view the videos played that evening, by clicking here: www.WEBSITE.com

And for those who attended, we would be appreciative of any event feedback that you could share so we can continue to improve this important fundraiser for next year. We are not sending a formal survey, rather we would be grateful for any anecdotal feedback.

On behalf of the entire Foundation team, thank you again for all of your efforts on behalf of EVENT!

Post event email to leadership

Good afternoon and thank you for all of your support of the EVENT to support FOUNDATION on Saturday!!! It was a wonderful night and a terrific celebration for the hospital and we are thrilled to report that we raised over $AMOUNT!

I just wanted to circle back to see if you had an opportunity to connect with xx prospects? If there are any next steps that I can facilitate, I would like to operationalize that ASAP. I'll set up a brief call through your administrative assistant so that we can brainstorm the appropriate next steps based on your conversations this weekend.

Many thanks again for your support of this event, and for taking the time to engage with these donors and potential donors!

Sincerely,