

EMAIL ANNOUNCEMENT A

To the contact person: This is a model for a “familiar”-style email announcement you might send out a few weeks prior to the event to folks you know pretty well. Fill in the specifics below and you’re ready to go. Or, by all means, make up your own!

Hello Friends!

Just a reminder that Richard Bruxvoort Colligan (or *The River;s Voice*) is coming to town...

[date
time
place
full address
phone number
website or email address]

~~click [HERE](#) for directions to the church.~~

Richard (or *The River;s Voice*) will [describe program. For example “lead worship at 8:30 a.m. and 10:00 a.m. and present an intergenerational Sunday school program in between services.”]

[if applicable] A family concert, with lots of music, stories, and laughter is set for [where and when]. Admission is free, and a freewill offering will be received.

[if applicable] We still need 29 people to help bake cookies and serve coffee, so please reply to me if you can help out. Thanks!

Feel free to forward this message to any and all people on earth.

Warm blessings of grace and peace to you!
[your name and title]

EMAIL ANNOUNCEMENT B

To the contact person: This is a model for a “formal”-style email announcement you might send out a few weeks prior to the event to folks on your emailing list. Fill in the specifics below and you’re ready to go. Or, by all means, make up your own!

Richard Bruxvoort Colligan and *The River’s Voice*

[pic]

Announcing a concert/song festival at [your place] [date and time]

[your place,
complete address,
phone number]

The River's Voice is an acoustic duo comprised of Trish and Richard Bruxvoort Colligan, singer/songwriters from Strawberry Point, Iowa. Their style has been compared to James Taylor, Carole King, David Wilcox, and Patty Griffin. Piano, guitar, and two smooth vocals in harmony will accompany us in this evening of music, stories, laughter, and [if applicable] great food.

[insert description of the event, show, retreat, or whatever]

Feel free to forward this to friends!

[your name]

[name
organization
organization address
phone number with area code
organization website or email address]