

Sample Email Verbiage

You Are Invited to a Neighborhood Party!

On (Day and Date of Party) we are having a Neighborhood Party in the Park at (Name and address of Park) from (Time frame of the party).

- It will be a potluck so please bring your own beverages and a salad, side dish, dessert or entree to share.
- We have checked out the City of San Ramon Parks and Community Services Department Fun Kit filled with crafts and games for the kids.
- We have also invited (Include info here on any special guests).
- We are still in need of (insert what you need here i.e. folding table, folding chairs, BBQ tools etc.) If you can help please let us know when you RSVP.
- Help us spread the word in the neighborhood we would like everyone to come.

RSVP to (Insert name here) at (Phone # & E-mail)

We look forward to seeing you at our Neighborhood Party in the Park



NEIGHBORHOOD PARTY IN THE PARK
YOUR PARK, YOUR PARTY, YOUR NEIGHBORS