



## INFOSHEET: Sample Save the Date Mail Out

It is important that individuals will have as much advance planning time as possible prior to any of their volunteer activities. You can manage these generous resources wisely by sending a “Save the Date” note, and keeping all the activities organized and efficiently run. Everyone will appreciate your assistance and work behind the scenes on their behalf.



**Save the date!**  
**Month/Day/Year**  
Where: Location  
When: Time

**Moving Together Symposium:  
Solutions for a Healthy Active Communities**

Be a part of the solution and join other community members, leaders and decision makers to:

- Hear how others are making a difference to be more active.
- Find out what can be done together as communities.
- Participate in developing realistic local strategies to make physical activity an easy choice.
- Celebrate what’s happening in our community!





**Moving Together Symposium  
Agenda Highlights**

We look forward to you attending a day of collaboration on how we can create a more active community as well as celebrate our current successes! Here are the highlights of the **Moving Together** agenda:

- Keynote speaker
- Profile of Physical Activity opportunities
- Active Community Workshop
- Community Next Steps
- Wrap Up

**For more information contact:**  
Name – Event Coordinator  
Email Address or Call: ###-###-####  
Website Address