**OTT HOST INVITATION TEMPLATE**

**How to Use:** Below is a sample invitation you can personalize to invite guests for your On the Table conversation. Specific elements we recommend you personalize are highlighted in yellow. You can select some or all of the text and photo and paste it in to your own email. We tested the formatting appearance in both Outlook and Gmail. If you use the former, the formatting should continue to look like below. If you use Gmail, you will have to make some additional formatting changes.

**Sample Message Subject:** Please Join [Me, Us, Organization Name, etc.]on November 15!

**###**

**Sample Message:**

****Dear [Proper First Name/”Friend”/”Community Member” Etc.],

As part of Silicon Valley Community Foundation’s On the Table initiative, [I/We, Organization Name, etc.][am/are] excited to invite you to join me on November 15 with a small group of [friends/neighbors/co-Workers/clients/etc.]in a conversation I’m hosting about Silicon Valley’s housing challenges.

On the Table is part of a nation-wide effort to bring people together to talk about important issues in their community over a shared meal or light refreshments. Right here in our region, SVCF is expecting to convene more than 5,000 community members in small conversations of 6-10 people. If you want to learn more about On the Table in general, [**please take a look at the landing page on SVCF’s website**](https://www.siliconvalleycf.org/onthetable)**.**

I am looking forward to being a part of this effort and hope you will join me. Silicon Valley’s housing issues affect all of us—whether it’s you or me, a friend, family member, or someone else you know. That’s why I believe now more than ever is the right time to come together, share our own experiences with housing issues, and think about solutions.

More details about the conversation I am hosting include:

* **When:** [Include time and duration of your event; SVCF recommends also including what time you’d like people to arrive, earlier than the time you’d like to begin the conversation]
* **Where:** [Include location of your conversation, including any specific details your guests may need to know, such as a building floor number, conference room name, or any challenges to finding the location that you can advise your guests about in advance]
* **To RSVP:** [Asking guests to RSVP and how you would like them to do so is helpful so you know how many to expect and make appropriate arrangements. You may wish to also include when you want your invitees to reply by]

**[OPTIONAL DETAILS YOU MAY WISH TO INCLUDE]**

* **Refreshments Provided:** [Include any details about the refreshments you plan to provide, or what you want to ask your guests to bring, such as if it’s a brown bag, potluck, etc.]
* **Transportation and/or Parking:** [You may wish to include information about any nearby public transportation options and/or if parking is available at your conversation’s location.]
* **[Any Other Information You Wish to Provide]:**

Thank you in advance. I hope you can join me!

Sincerely,

[Your Name

[You may also want to include your title if you are hosting on behalf of your work]