

Sample Lunch and Learn email drafts and schedule to send to a corporate partner

When promoting a Lunch and Learn, we've found that the easier you can make it for the corporate partner, the more likely they will be to follow through with the communication plan.

- It is a best practice to draft these emails and schedule for the point person.
- It's also a good idea to emphasize that these are just sample messages. Company Contacts should be encouraged to adjust communication to fit their company's culture. They are the experts for what will work at their offices.
- Be sure to follow up as needed to ensure that messages are being sent out accordingly.

A template of this communication schedule and email drafts can be found below. We would typically send this to the corporate partner point person in a Word document and then follow up accordingly.

For COMPANY CONTACT to send 2 weeks before the Event:

Dear NAME,

I would like to invite you and your colleagues to an iMentor Appreciation & Learning Lunch on **DATE** at **LOCATION**. As a mentor, I know firsthand the value of this program and how mentors have been able to affect change for thousands of students across **CITY**.

I'm excited for this opportunity to discuss our current partnership, iMentor's ambitious growth, and how **COMPANY NAME** can continue to support iMentor's important and impactful work. Currently, iMentor still needs mentors for this fall so please share this with your coworkers and networks who might be interested in volunteering.

Thank you for your continued support and I look forward to sitting down to lunch with you soon.

Best,

NAME

Event Details:

DAY, DATE

TIME

LOCATION

Please RSVP by emailing **NAME**

For COMPANY CONTACT to send 1 Week before the Event:

Hi NAME,

I wanted to take a moment to remind you about next week's iMentor Appreciation & Learning Lunch. I'm looking forward to engaging our fellow mentors and leveraging additional COMPANY colleagues to strengthen the partnership with iMentor.

Please invite your colleagues to attend. I look forward to seeing you there and in case they want to get a head start, they can complete iMentor's online application today.

Best,

NAME

Event Details:

DAY, DATE

TIME

LOCATION

Please RSVP by emailing NAME

For COMPANY CONTACT to send the day before:

Hi NAME,

Just a friendly reminder that iMentor's Appreciation & Learning Lunch is taking place tomorrow. I'm excited to meet you and your networks to discuss how your match is going as well as provide an opportunity for prospective mentors to learn more about iMentor's work this year and beyond.

Thank you again for your support and I look forward to seeing you tomorrow!

Best,

NAME

Event Details:

DAY, DATE

TIME

LOCATION

Please RSVP by emailing **NAME**
