

## Sample Email

To: NEIGHBORHOOD EMAIL LIST  
Subject: BLOCK PARTY - June 8  
Date: Tue, 14 May 2002

**Saturday  
June 8, 2002  
4:30 pm - 7:00**

Save Saturday, June 8 for a Neighborhood Block Potluck. We will hold it at the end of the cul de sac near HOUSE NUMBER.

In a few weeks, I will be asking people to RSVP to bring one of the following:

- one main dish plus a bottle of soda
- one appetizer or salad plus a bottle of soda
- one dessert plus a bottle of soda
- 100 plates and napkins
- 100 cups and silverware
- one cooler of ice

We have neighbors on our street from all over the world! Please feel encouraged to bring food from your culture and heritage! It will be a great way to get to know one another.

I am also looking for people who can bring tables. Please let me know what shape you have available and how many you can bring.

Thanks!