### Special Events Tool: Staff Email Template

Subject: Promotion of [Name of Event]

Dear teachers and staff,

On [date], we will be hosting a [event title] as a special event in the school cafeteria. The event will be from [time] and is open to [audience]. Students [and families or staff] will enjoy [event details]. Please join us in promoting this event! We are asking for staff to mention the event to students on [date: two or three days before special event].

Please contact me if you have any questions regarding the special event.

Sincerely,

[Your Name], [Your Title]

[Your Work Phone Number]