**E-mail 1: Announce Participation**

Subject: Healthy Potluck Sign-Up (National Nutrition Month)

March is National Nutrition Month! The wellness team would like to invite departments across campus to hold a themed, healthy potluck throughout the month of March. The [YOUR DEPARTMENT] will be participating by holding our Healthy Potluck on [SELECT DATE BETWEEN MARCH 11 AND MARCH 22].

[YOUR DEPARTMENT] has chosen the theme 5 Ingredients or Fewer. This theme challenges you to make a dish using only 5 ingredients or less. Be creative (and save some grocery money)! In the spirit of National Nutrition Month, here’s another challenge: at least 2 of the ingredients must be vegetables.

To sign-up to take part in our Healthy Potluck, fill out the form [PRINT OUT SIGNUP], which will be located at [WHERE]. We’ll see you [WHEN, WHERE] for our Healthy Potluck.

In health,

[YOUR SIGNATURE]

**E-mail 2: 1 Week Prior**

Subject: Next week is our Healthy Potluck!

Next week is the [DEPARTMENT] Healthy Potluck! Haven’t signed up yet? It’s not too late to join. To sign up to be part of our healthy potluck, fill out the form [PRINT OUT SIGNUP], which is located at [WHERE].

The potluck will be [WHEN, WERE]. [YOUR DEPARTMENT] has chosen the theme 5 Ingredients or Fewer. This theme challenges you to make a dish using only 5 ingredients or less. Be creative (and save some grocery money)! In the spirit of National Nutrition Month, here’s another challenge: at least 2 of the ingredients must be vegetables.

Submitting a picture of [YOUR DEPARTMENT] participating in a healthy potluck will give us an entry into a drawing for a gift card to be used for our next potluck! For an additional entry for our department, chefs can also submit their healthy potluck recipes via the form on this website: https://worklife.hr.ufl.edu/news/healthy-potluck-challenge-national-nutrition-month-2019/. The Wellness Team will be picking their favorite nutrient dense recipe, and the winner will get a prize.

See you next week to celebrate National Nutrition Month!

In health,

[YOUR SIGNATURE]

**E-mail 3: 1 Day Prior**

Subject: Tomorrow is our Healthy Potluck!

Tomorrow is the [DEPARTMENT] healthy potluck! It will be taking place at [WHEN, WHERE].

[YOUR DEPARTMENT] has chosen the theme 5 Ingredients or Fewer. This theme challenges you to make a dish using only 5 ingredients or less. Be creative (and save some grocery money)! In the spirit of National Nutrition Month, here’s another challenge: at least 2 of the ingredients must be vegetables.

Submitting a picture of [YOUR DEPARTMENT] participating in a healthy potluck will give us an entry into a prize drawing! For an additional entry for our department, chefs can also submit their healthy potluck recipes via the form on this website: https://worklife.hr.ufl.edu/news/healthy-potluck-challenge-national-nutrition-month-2019/. The Wellness Team will be picking their favorite nutrient dense recipe, and the winner will get a prize. All pictures and recipes must be submitted by March 23rd.

See you tomorrow to celebrate National Nutrition Month!

In health,

[YOUR SIGNATURE]