**Email #1: Initial Announcement** (suggested send date: 3-4 weeks before screening event)

**Subject line: Do you know your numbers?**

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| Dear [agency/worksite name] employees:  WorkWell NYC wants you to take action and **know your numbers.**  Knowing your numbers can help you better understand your health and if you may be at risk for heart disease, diabetes, or other health problems.  To help you **know your numbers**, WorkWell NYC is bringing health screenings to your worksite:  **[Agency/location name]**  **[Date, Time]**  **[Location – room/address]**  Come find out your blood pressure, BMI, waist circumference, and diabetes risk, and speak with a nurse about your results and what they mean for your health.   |  |  | | --- | --- | |  | **Make your appointment** [**HERE**](https://www.apschedule.com/nychealth2020)  **Username: workwell**  **Password: nyc** |   **Questions?** Contact [Coordinator name] at [Coordinator email/phone]. |
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**Email template #2: Second announcement** (suggested send date: 1 week after initial email)

**Subject line: Take action - know your numbers!**

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| Dear [agency/worksite name] employees:  WorkWell NYC wants you to take action and **know your numbers**.  Knowing your numbers can help you learn more about your health and if you may be at risk for heart disease, diabetes, or other health problems.  To help you **know your numbers**, WorkWell NYC is bringing health screenings to your worksite:  **[Agency/location name]**  **[Date, Time]**  **[Location – room/address]**  **Why sign up?**   1. **It’s free!**   All [agency/worksite location] employees can participate and learn their blood pressure, BMI, waist circumference, and diabetes risk at no cost.   1. **It’s convenient!**   Just visit [location] on [date] between [start time – end time]. To save time, make an appointment for a 10-minute time slot [here](https://www.apschedule.com/nychealth) and print out your paperwork in advance.   1. **It’s important!**   Knowing your numbers can help you better understand your health, and if you may be at risk for heart disease, diabetes, or other health problems. Take action – know your numbers!   |  |  | | --- | --- | |  | **Make your appointment [HERE](https://www.apschedule.com/nychealth2020)**  **Username: workwell**  **Password: nyc** |   **Questions?** Contact [Coordinator name] at [Coordinator email/phone]**.** |
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