Email Member Services using our template invite. We will send out on your behalf.

* **Send your completed template to <admin@almshouses.org>** requesting us to send it out to local almshouse charities within your area. We will do this by using your postcode for your venue and applying a certain radius (e.g. 50km). Please allow up to 5 working days for us to send this invite out on your behalf.
* **We recommend sending us your invite at least 3 months before the date** to allow for a maximum number of potential delegates to receive and forward the invitation to their board of trustees or other almshouses they may be involved in.
* **Please note:** all replies to the invite we send out on your behalf are to come back to yourselves directly (you will put this info into the invite), should we receive any questions regarding the Regional Meeting you are organising we will forward them to you.
* **The Almshouse Association will also publish your Regional Meeting on our website**, which will include; the date, timings, agenda, and how to book a place (the host charities email address).

We have included a sample emailer invitation below that you may like to use as a template for your own email invitation. This can also be found at [www.xxxxxxxxxxxxxxxxxxx](http://www.xxxxxxxxxxxxxxxxxxx).

If you are offering a private consultation with a member of The Almshouse Association, this can be included after the Agenda section on the invitation. We usually include:

**PRIVATE CONSULTATION**

We are offering attendees the opportunity to meet with xxxxxxxxxxxxxxx for a half-hour consultation.  If you would like to chat with xxxxxxxxx in a private consultation, can you please let me know by **return email**. We only have limited places available for this service and it will be on a first-come, first-served basis. Please note: This session can either take place after the main meeting or at a convenient time by phone.