## Invitation template

Note: this invitation template should be adapted to suit your events size, type and audience.

### An opportunity to strengthen your community

Dear <insert first name>,

The <insert name of LDAT> is inviting local leaders who are passionate about strengthening <insert name of community> to join a community meeting investigating how the local area can best prevent harm from 'ice' and other drugs.

Funded by the Australian Government, the Alcohol and Drug Foundation's Local Drug Action Team (LDAT) program enables communities to identify local issues and develop targeted plans to prevent and reduce future harms from alcohol and other drugs.

Your attendance at this meeting would help <insert name of community> explore how the LDAT activities could enhance the work already being done in the community to strengthen the protective factors that reduce AOD harms.

This event will be an opportunity to discuss:

* key AOD issues in <insert name of community> and the primary prevention work already occurring in your area;
* explore ways to build the capacity and strengthen the connections between local organisations with an interest in reducing AOD harms; and
* deepen and/or foster additional local partner links, particularly around joining our Local Drug Action Team.

**Event details**

Date: <insert date>

Time: <insert time (e.g. 1.45pm for 2pm start)>

Location: <insert venue address>

Spots will fill up quickly so make sure you RSVP as soon as possible. You don’t want to miss out on this opportunity to drive social change.

RSVP to <insert email address> by <insert appropriate date>.

I look forward to hearing from you.

If you have any questions about this event, then please don't hesitate to get in touch.

Yours sincerely,

<Insert your full name>

<Insert your ADF position title>

Alcohol and Drug Foundation