# **1** | Invitation

## A. Participants

Helloi,

Calling all developers and students! We’d like to invite you to participate in the “(name) Hackathon” powered by (*company name*), sponsored by (*company name*). This hackathon will be focus on \_\_\_\_\_\_\_\_\_.

This free event will be held on \_\_\_\_\_\_\_ (*date*) at \_\_\_\_\_\_\_ (*venue name and address*). It will be an amazing weekend with code, fun and lots of coffee.

To learn more about the event and to register, visit \_\_\_\_\_\_\_\_ (*website*) or email us at (*contact mail*). You can also follow us on Twitter: @\_\_\_\_\_\_\_\_\_ (*Twitter handle*).

May the winning side of the Force be with you,

(*Name*), the “(*hackathon name)*” host

## B. Judges

Dear \_\_\_\_\_\_\_\_\_\_,

We would like to invite you to be part of the judging panel in the “(*hackathon name*)” powered by (*company name*), sponsored by (*company name*). This hackathon will focus on \_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*the reason why you picked the topic*).

This is a very important event because:

* (*Reason 1 for hackathon*)
* (*Reason 2 for hackathon*)
* (*Reason 3 for hackathon*)

Because of your expertise in/knowledge of/position on this topic, it would give be an honor to have you with us on \_\_\_\_\_\_ (*date and time*).

Looking forward to your reply,

(*Name*), the “(*hackathon name)*” host

## C. Mentors

Dear \_\_\_\_\_\_\_\_\_\_,

We would like to invite you to be a mentor in the “(*hackathon name*)” powered by (*company name*), sponsored by (company name). This hackathon will focus on \_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*the reason why you picked the topic*).

This is a very important event because:

* (*Reason 1 for hackathon*)
* (*Reason 2 for hackathon*)
* (*Reason 3 for hackathon*)

Because of your expertise in/knowledge of/position on this topic, it would give be an honor to have you with us on \_\_\_\_\_\_ (*date and time*). If you agree to be with us, please choose one of the following available slots for mentorship:

* (*Time slo*t)
* *(Time slo*t)
* (*Time slot*)....

Looking forward to your reply,

(*Name*), the “(*hackathon name)*” host

# **2** | Reminder

## A. Participants

Hello,

The “(*hackathon name*)” is less than \_\_\_\_\_\_ days away! Are you excited?

The hackathon will be at \_\_\_\_\_\_\_\_\_\_ (*venue name and address*). If you arrive at \_\_\_\_\_\_\_ (*time*), we can start our event on time. Bring your ID, laptop and any devices you might need. We’ll provide you with food, a place to work and, hopefully, a great weekend.

Our agenda is attached, along with a list of our judges and mentors. (*Attach the pdfs.*)

If you have questions or a problem, send an email to \_\_\_\_\_\_\_\_ (*contact email*) or call \_\_\_\_\_\_\_\_\_\_ (*contact name and number*).

Looking forward to seeing you there,

(*Name*), the “(*hackathon name)*” host

## B. Judges

Dear (name):

The “(*hackathon name*)” is less than \_\_\_\_\_\_ days away, and we’re really glad you’ll be there.

The hackathon will be at (*venue name and address*). We’re asking all our judges to arrive by \_\_\_\_\_\_\_ (*time*) so the event will start on time. Attached is the agenda, along with the list of other judges. (*Attach the pdfs.*)

If you have any questions or problems, send an email to \_\_\_\_\_\_\_\_ (*contact email*) or call \_\_\_\_\_\_\_\_\_\_ (*contact name and number*).

Can’t wait to see you there,

(*Name*), the “(*hackathon name)*” host

## C. Mentors

Dear (name):

The “(hackathon name)” is less than \_\_\_\_\_\_ days away, and we’re really glad you’ll be there.

The hackathon will be at (venue name and address). Attached is our agenda, along with a list of the other mentors. (*Attach the pdfs.*)

The time we have reserved for you is \_\_\_\_\_\_\_\_, but you can join us at any other time; just let us know.

If you have any questions or problems, send an email to \_\_\_\_\_\_\_\_ (*contact email*) or call \_\_\_\_\_\_\_\_\_\_ (*contact name and number*).

Can’t wait to see you there,

(*Name*), the “(*hackathon name)*” host

# **3** | Thank You Email

## A. Participants

Dear (*participant*),

The “(*hackathon name)*” was a success, and I want to thank you personally for your contribution. We had \_\_\_\_\_\_\_\_\_\_\_ (*number*) participants, we served \_\_\_\_\_\_\_ (*amount of food*), and you all worked for \_\_\_\_\_\_\_ hours. That’s unforgettable!

I’m hoping you’ll do one more thing for us. We’d like 3 minutes of your time to take this survey (I know it’s not the most exciting thing to do, but it can help us do a better job next time).

Hope to see you in another edition and good luck on your future endeavors!

Thanks again,

(*Name*), the “(*hackathon name)*” host

## B. Judges

Dear (*name of judge)*:

The “(*hackathon name)*” was a success, and I want to thank you personally for your contribution. We had \_\_\_\_\_\_\_\_\_\_\_ (*number*) participants, we served \_\_\_\_\_\_\_ (*amount of food*), and the participants worked for \_\_\_\_\_\_\_ hours. That’s unforgettable!

I’d like to ask you for one more thing. Could you send your thoughts about the event and suggestions for how to improve? This will help us make sure that being a judge in our next hackathon will be an amazing experience.

Thanks again for your help,,

(*Name*), the “(*hackathon name)*” host

## C. Mentors

Dear (name of mentor)

The “(*hackathon name)*” was a success, and I want to thank you personally for your contribution. We had \_\_\_\_\_\_\_\_\_\_\_ (*number*) participants, we served \_\_\_\_\_\_\_ (*amount of food*), and the participants worked for \_\_\_\_\_\_\_ hours. That’s unforgettable!

I’d like to ask you for one more thing. Could you send your thoughts about the event and suggestions for how to improve? This will help us make sure that being a mentor in our next hackathon will be an amazing experience.

Thanks again for your help,

(*Name*), the “(*hackathon name)*” host



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