



QUICK REFERENCE

- **WHAT:** Introduction to Yellow Color Team
- **SENDER:** Yellow Team Leader
- **RECIPIENTS:** Yellow Team Members
- **TIMING:** 6 Weeks out (after Job Assignments are made)
- **PURPOSE:** Please use this email template as a guide for making first contact with the women on your team. Copy and paste the information below into an email and edit it there.
- **ATTACHMENTS:**
 - WATC Yellow Team Responsibilities
 - WATC Inside Setup Guide
 - WATC Registration Table Setup
 - WATC False Self Materials
 - WATC Store (T-Shirts) Materials (if available)
 - WATC Foot Washing Materials

Hello Women!

Thank you for being part of WATC [INSERT REGION MONTH YEAR]! I am excited to serve alongside you as we experience the amazing work God is going to do! There is a lot of information in this email, so please read to the end.

My name is [INSERT NAME], and I am the Yellow Team Leader. Here are the women on our team:

YELLOW TEAM LEADER [INSERT NAME] [INSERT PHONE NUMBER]
YELLOW TEAM ELDER [INSERT NAME]
SENIOR STAFF GUIDE [INSERT NAME]

THE YELLOW TEAM

[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]
[INSERT NAME]

[SENIOR STAFF GUIDE NAME], [ELDER'S NAME], and I will be guiding and supporting you throughout the Weekend. Our second staff meeting will be a Zoom Team Meeting so please let me know if one or both of these dates work for you:

- [INSERT DATE & TIME] and/or
- [INSERT DATE & TIME]

In the meantime, I want you to know that I am available for you if you have any questions about our team's duties or your individual jobs that you have been assigned. The best time to get in touch with me is [DAY(s)/TIME] via [EMAIL/TEXT/PHONE CALL].

I have attached the following documents that you will need to become familiar with prior to the Weekend:

- WATC Yellow Team Responsibilities
- WATC Inside Setup Guide
- WATC Registration Table Setup
- WATC False Self Materials
- WATC Store (T-Shirts) Materials (if available)
- WATC Foot Washing Materials

The third, fourth, and fifth email check-ins will be done within our teams rather than with the entire staff. I will be the one to send that out when the time comes. [INSERT NAME OF WEEKEND LEADER], our Weekend Leader, will initiate all of the other check-ins. Please remember that your check-in is due on Thursday, no later than 11:59pm. I'm looking forward to getting to know each of you better and standing shoulder to shoulder with you as we serve the Attendees!

Please let me know how I can support you.

Be strong!

[INSERT NAME]

Yellow Team Lead

[INSERT PHONE NUMBER]