



QUICK REFERENCE

- **WHAT:** Introduction to Orange Color Team
- **SENDER:** Orange Team Leader
- **RECIPIENTS:** Orange 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 Orange Team Responsibilities
 - WATC Inside Setup Guide
 - WATC Pendants Materials
 - WATC Painting Crosses Materials
 - WATC Burning of Shame Materials Prep
 - WATC Broken & Beloved Materials
 - Audio Visual/Media Documents (We will support the women assigned to this)
 - TCMG Media - PA Sound System Setup CO (Colorado only)
 - WATC MEDIA Coordinator / Audio Visual (Music Flow)
 - WATC iPod Playlists & Songs

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 Orange Team Leader. Here are the women on our team:

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

THE ORANGE TEAM

[INSERT NAME]
[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 Orange Team Responsibilities
- WATC Inside Setup Guide
- WATC Pendants Materials
- WATC Painting Crosses Materials
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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]
Orange Team Lead
[INSERT PHONE NUMBER]