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Be sure to:

* Add required information where indicated in red.
* Insert the event registration URL you obtained from [www.microsoftpartnerevents.com](http://www.microsoftpartnerevents.com)/[www.microsoftgroupevents.com](http://www.microsoftgroupevents.com) or your own registration URL.
* Add your logo and that of any event co-sponsors in place of the “Insert Partner Logo” circles. Right-click on one of the circles and select “Change Picture.” Then browse to the folder where you have your logo saved on your computer, select your logo, and click “Insert.” Repeat for any additional logos.  Delete any extra circles.

You may also want to:

* Add an offer from the Microsoft Offer Sheet or one of your own offers.
* Customize the font colors.

**VERY IMPORTANT!** When using the content, please send an email to [mslocalp@microsoft.com](mailto:mslocalp@microsoft.com) with a copy of your customized campaign template along with your overall distribution (number of customers you are sending the marketing to).

[Insert Partner Copyright Notice or Trademark Notice]  
[Insert Partner Legal and/or Privacy Information]

**Please join us! Go to [Insert Partner Registration URL] to register today.**

**Visit www.mslocalmidbiz.com to view valuable offers, access business resources, and learn about other events in your local area from Microsoft. [Or insert current Microsoft or Partner offer here.]**

Come to this event and meet other local business people, share experiences, and find out how an integrated suite of business productivity and management solutions can help maximize your profit.

Successful businesses move at the speed of thought.

**Event info:  
[Month dd, 2009]  
[12:00am-12:00pm]  
[Location Name]  
[Street Address]  
[City, State]**