The following is suggested email text for announcing the Budgeting Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization and the Café you plan to offer.

**Budgeting**

Subject: Harvard ManageMentor Budgeting Café

The word “budgeting” fills many people with dread. But budgeting is not just something you have to endure quarterly or get through once a year to comply with corporate requests. Budgeting gives you a roadmap to where you want to go and offers immediate feedback so you can make adjustments to impact performance. For these reasons, it’s critical to understand how budgets work and how you contribute to various budgeting processes.

To enhance your understanding of budgeting, join us for a Budgeting Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will help you to: identify the link between budgeting, operations, and strategy; to contribute effectively to budgeting processes; and to analyze and address budget variances.

Before attending the Café, please complete the following five lessons and the online comprehension assessment in the Harvard ManageMentor Budgeting topic [LINK to Harvard ManageMentor Budgeting topic]:

* + Understand budgets and budgeting
  + Develop an operating budget
  + Prepare a capital budget
  + Understand sensitivity analysis and variance
  + Adapt budgeting to a changing environment

In addition, please complete and have available:

* The ”Worksheet for Negotiating Your Team’s Budget” in the “Develop an Operating Budget” lesson of the Harvard ManageMentor Budgeting topic
* The practice activity “Explaining Variance” in the “Understand Sensitivity Analysis and Variance” lesson of the Harvard ManageMentor Budgeting topic

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]