

**\*\* New Calendar Event \*\*Update Meeting Details then delete this section \*\***

- Date
- Time
- Location

All,

I hope this email finds you well. We are excited to announce the upcoming tabletop exercise (TTX) - **[Exercise Name]** - aimed at enhancing our emergency response preparedness. Your expertise and involvement in the planning process are invaluable.

Agenda:

- Purpose
- Scope
- Exercise Objectives
- Core Capabilities
- Scenario
- The Three S' - Stuff, Staff, and Space
- Exercise Evaluation Guides (EEGs)
- Action Items
- Planning Timeline

We look forward to your active participation and insights. Your expertise in [mention relevant expertise] will greatly contribute to the success of this exercise.

Should you have any questions or suggestions before the meeting, feel free to reach out to **[Point of Contact]**.

Thank you for your commitment to strengthening our emergency response capabilities.

**[Signature]**