



Relay For Life 2026 – Committee Email Template

7 days to go email:

Please note:

Please feel free to amend the sections in red to tailor the content for your own events.

The optional secondary messages can also be used in your emails. We recommend that a maximum of two be included per version.

Teams template

Title: 7 days to go! Here's your Relay For Life checklist

Hi <first name>,

The countdown is on to Relay For Life <event location>! With just a week to go, we hope you're looking forward to it as much as we are.

To help you prepare, here's a handy checklist with everything you need for a great Relay experience:

- Your Relay T-shirt
- Sun cream, sunglasses, hats and umbrella/raincoat – just in case!
- Warm and comfy clothes, spare socks and shoes
- Please print your back sign and bring safety pins
- Tent
- Sleeping bags
- Blankets and pillows
- Camping chair
- Spare change
- Team banner (if you have one)
- Food and drink – don't forget utensils and cups
- Torches, lanterns and glow sticks for safety at night
- Any materials you need for fundraising on the day

As a Team <<Member/Captain>>, you play a vital role in your Relay team's success. Every Relay, every team, every Survivor and every pound raised is taking us towards a world where everybody lives longer, better lives, free from the fear of cancer.

Ahead of your Relay, please share your team's fundraising page on social media and ask friends and family to help you reach your target! Your fundraising page is a powerful tool to share your amazing progress and boost your team's total, helping to fund research and make discoveries possible. [These fundraising materials](#) can also help encourage those extra donations.



Thank you for supporting Relay For Life 2026. We look forward to seeing you soon!

The Relay For Life committee

Survivors template

Title: 7 days to go! Here's your Relay For Life checklist

Hi <first name>,

The countdown is on to Relay For Life <event location>! With just a week to go, we hope you're looking forward to it as much as we are.

We're privileged to have you joining us as a Survivor this year. Our community wouldn't be the same without our Guests of Honour – Survivors really are the heart of Relay For Life.

To help you prepare, here's a handy checklist with everything you need for a great Relay experience:

- Your Relay T-shirt
- Sun cream, sunglasses, hats and umbrella/raincoat – just in case!
- Warm and comfy clothes, spare socks and shoes
- Please print your back sign and bring safety pins
- Tent
- Sleeping bags
- Blankets and pillows
- Camping chair
- Spare change
- Team banner (if you have one)
- Food and drink – don't forget utensils and cups
- Torches, lanterns and glow sticks for safety at night
- Any materials you need for fundraising on the day

As a Survivor, you play a pivotal role in your Relay team. Every Relay, every team, every Survivor and every pound raised is taking us towards a world where everybody lives longer, better lives, free from the fear of cancer.

Ahead of your Relay, please share your team's fundraising page on social media and ask friends and family to help you reach your target! Your fundraising page is a powerful tool to share your amazing progress and boost your team's total, helping to fund research and



make discoveries possible. [These fundraising materials](#) can also help encourage those extra donations.

Thank you for supporting Relay For Life 2026. We look forward to seeing you soon!

The Relay For Life committee

SECONDARY ADD ON MESSAGES

7 DAYS TO GO

Option 1 – Need extra fundraising ideas?

Check out our [A-Z of Fundraising Ideas](#) for inspiration to take your fundraising to the next level. Raising an additional £350 could fund the innovative LuDO-N trial, which is improving and personalising radiotherapy treatment for children and young people with neuroblastoma, for one week.

Option 2 – Download your badge

Share your [official Relay For Life badge](#) with your friends and family to let them know about your Relay event.