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ENGINEERS WEEK RESOURCE

Templates: Email | Social Media | Press Release | Leadership Messaging

Internal Email Templates

Company-Wide Announcement (Kickoff)

Subject: We're Celebrating Engineers Week 2026 – Join Us!

Hello team,

We're excited to share that **[Company Name]** is officially participating in **Engineers Week 2026 (February 16–22)**! This national celebration highlights the positive contributions of engineers and inspires the next generation of innovators—something central to our mission.

Throughout the week, we'll host a series of activities including:

- **[List 3–5 planned events]**
- **Volunteer opportunities with local schools/organizations**
- **Internal spotlights on our engineering teams and projects**

We invite everyone—engineers and non-engineers alike—to participate, celebrate, and learn. A full schedule will follow shortly. If you would like to volunteer or help lead activities, please contact **[Coordinator Name / Email]**.

Let's make this a fun, inspiring, and impactful week together!

Best,

[Leader Name]



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Internal Email Templates

Daily Internal Message (Generic Template)

Subject: Engineers Week Day [#]: Today's Highlights!

Good morning team,

Welcome to **Day [#] of Engineers Week!** Here's what's happening today:

Today's Events

- **[Event Name #1]** at [Time/Location]
- **[Event Name #2]** at [Time/Location]

Engineer Spotlight

Today we're highlighting **[Employee Name]**, who works on **[Project/Role]**. Learn more about their story here: **[link or paragraph]**.

Don't Forget

If you attend an event, snap photos and share them to our Teams/Slack channel **#[channel name]** or tag us on social media!

Have a great Engineers Week day,

[Communications/Marketing Team]



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Volunteer Recruitment Email

Subject: Volunteer with Us for Engineers Week!

Hello everyone,

Engineers Week 2026 is coming up, and we're looking for volunteers to support our outreach activities with **[local schools, STEM nonprofits, community partners]**.

Volunteer roles include:

- Visiting classrooms to lead hands-on activities
- Supporting student engineering challenges
- Speaking about your career path
- Helping host events onsite or virtually

No prior experience needed—just enthusiasm!

If you're interested, please sign up by **[date]** using this link: **[Insert Signup Form]**.

Thank you for helping us inspire the next generation!



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External Email Templates

Outreach to Schools / Community Partners

Subject: Partner With Us for Engineers Week 2026!

Hello **[Name]**,

My name is **[Your Name]** with **[Company Name]**, and we're planning activities for **Engineers Week 2026 (Feb 16–22)**. We would love to partner with **[School/Organization]** to engage students in engineering and STEM.

We can offer:

- Classroom visits from engineering professionals
- Hands-on engineering activities
- Career Q&A sessions
- Engineering demonstrations or facility tours

If you're interested, we'd be happy to schedule a short call to coordinate. Please let us know your availability or reply with the grade levels/times that work best.

We look forward to working together!

Best,

[Name, Title]

[Email / Phone]



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External Email Templates

Community Partner Thank-You Email

Subject: Thank You for Partnering with Us for Engineers Week!

Hello **[Name]**,

Thank you for partnering with **[Company Name]** during Engineers Week 2026. Your support helped us inspire **[#] students** and deliver meaningful STEM experiences across our community.

We enjoyed working with you and hope to collaborate again in the future. Please feel free to reach out anytime for additional STEM activities, engineer visits, or resources.

Warm regards,

[Name]

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Social Media Templates

(Designed to be paired with graphics or photos)

Countdown (1–2 weeks out)

[LinkedIn/Facebook/Instagram/X](#):

We're excited to participate in **Engineers Week 2026**! Join us February 16–22 as we celebrate the engineers who make a difference every day and help inspire the next generation.
#EWeek2026 #EngineersMakeItHappen

Engineers Week is almost here! 🎉 Feb 16–22
#EWeek2026 #EngineerWeek #STEM

Meet the Engineer Spotlight

Today we're spotlighting **[Employee Name]**, a **[Title]** on our **[Project/Team]**.

Their favorite part of engineering is **[quote]**.

Thank you for the impact you make every day!

#EWeek2026 #EngineerSpotlight #WeAreEngineers

Hands-On Activity / Volunteer Event Post

Our team had a great time with students at **[School/Organization]** today as part of Engineers Week 2026!

Hands-on activities help bring engineering to life for the next generation.

#EWeek2026 #STEMEducation #FutureEngineers

Post-Week Wrap-Up

Engineers Week 2026 was a huge success!

- **[#] Volunteers**
- **[#] Students Reached**
- **[#] Events Held**

Thank you to everyone who participated, volunteered, or partnered with us this year!
#EWeek2026 #CommunityImpact #EngineeringExcellence



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ENGINEERS WEEK RESOURCE

Press Release Templates

Short-Form Press Release

FOR IMMEDIATE RELEASE

[Date]

[Company Name] Celebrates Engineers Week 2026 with Community Outreach and STEM Events

[City, State] – [Company Name] is proud to participate in **Engineers Week 2026, February 16–22**. Throughout the week, employees will volunteer with local schools, lead hands-on engineering challenges, and spotlight the contributions of engineers across the community.

“Our engineers shape the world around us every day,” said **[Executive Name, Title]**. “Engineers Week is our opportunity to celebrate that work and inspire the next generation.”

For more information, contact **[Media Contact Name]** at **[email/phone]**.



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ENGINEERS WEEK RESOURCE

Press Release Templates

Full-Length Press Release

FOR IMMEDIATE RELEASE

[Date]

[Company Name] Announces Full Slate of Activities for Engineers Week 2026

[City, State] – [Company Name], a leader in [industry/engineering specialty], is excited to celebrate **Engineers Week 2026** with a variety of educational programs, employee events, and community outreach initiatives from February 16–22.

Highlights for the week include:

- Hands-on engineering activities at [#] local schools
- Employee volunteer events
- Daily engineer spotlights and behind-the-scenes project features
- STEM career panels for students
- Community open house / facility tours (**optional**)

“Engineering is central to solving the world’s toughest challenges,” said [Executive Name, Title]. “We are committed to engaging young people in STEM and showcasing the incredible work our engineers do every day.”

Engineers Week aims to raise public awareness about the importance of engineering and encourage students to explore STEM fields. [Company Name] has participated in the celebration for [#] years.

For media inquiries, contact:

[Media Contact Name / Title]

[Email / Phone]



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Leadership Messages

CEO/President Quote for Use in PR or Marketing

“Engineers Week is a special opportunity to celebrate the people who design, build, innovate, and improve the world around us. At **[Company Name]**, we are proud of the engineers who drive our mission forward and equally proud to inspire the next generation of problem-solvers.”

— **[Executive Name, Title]**

CEO Kickoff Video Script (Short Version)

Hello everyone, and welcome to **Engineers Week 2026!**

This week, we celebrate the impact of engineers—both here at **[Company Name]** and across the world. Engineering drives innovation, strengthens communities, and shapes our collective future.

We have a full lineup of activities, volunteer opportunities, and spotlights planned. I encourage each of you to join in, learn something new, and take pride in the work we do every day. Thank you for everything you contribute—and happy Engineers Week!