Downtime Email Template and Instructions

After each gather you attend, your character is allowed to perform one task. The task may involve multiple characters, but one person should be the primary contact for the email.

Task Examples:
Finding a teacher for a restricted skill.
Researching information on a job you need to complete.
Performing a favor for an NPC.

Reminders:
- Merchant orders do not count as your downtime action.
- ONE task means ONE task. You cannot drop off a batch of notes on your way out of town that accomplish other tasks.
- NO COMBAT can happen between events. Do not attempt tasks that involve or provoke scenarios when combat is required.

Email Format:
Contact Details
- If you are engaging with a specific storyline or working with a specific NPC:
    - Address: plot@shadowmoor.org
    - CC: Any and all players involved in your downtime activity
    - Subject Line: Month and Year of Activity - ATTN *Plot Member*
- If you are not engaging with a specific storyline or working with a specific NPC:
    - Address: plot@shadowmoor.org
    - CC: Any and all players involved in your downtime activity
    - Subject Line: Month and Year of Activity - Task Summary

Email Body
- List of Characters Involved (Including Player names)
- List of NPCs (Including Plot/Staff real names)
- Task Description (Bullet format recommended!)
    - Where are you going?
    - What are you doing?
    - What is the goal?
    - What skills or abilities do the characters have that may be useful in these efforts?

Email Example:
Contact Details
    - Address: plot@shadowmoor.org
    - CC: myhealerbuddy@helpingme.com

- ○ Subject Line: March-April 2023 - ATTN *Tom Tomson*

Email Body
- ● Characters Involved:
  - ○ Sneakface (Jane Smith)
  - ○ Healsalot (John Smithe)
- ● NPCs Involved:
  - ○ The Shadester (Tom Tomson)
- ● Task Description (Bullet format recommended!)
  - ○ Traveling to Docksides to find the Shadester.
  - ○ Last gather we did some work for Shadester and he said he was trading favors for lessons in Forgery.
  - ○ Our goal is to go negotiate for Forgery lessons for both Sneakface and Healsalot.
  - ○ Helpful abilities:
    - ■ Sneakface: Spycraft: Fast talk, Poison Lore, Herbal Lore
    - ■ Healsalot: Lore, Knowledge: Stregosh Negotiation Techniques