

## AI Prompt Builder Recipe | An Example

### Step 1: Define Role and Goal (required)

*What is your goal and what role is the AI playing in helping you achieve your goal?*

You are a non-profit marketing expert. Craft a brief yet powerful email to local businesses to encourage event sponsorship.

### Step 2: Provide Contextual Information (required)

*Include specific contextual details that will help the AI better understand its role and your goal.*

The fundraiser is to raise money to purchase school supplies for kindergartners from struggling families. Emphasize how the fundraiser's proceeds will benefit these children.

### Step 3: Provide Specific Instructions (optional)

*Include "nuts & bolts" details about the expected output, including the format, medium, and data sources it should or shouldn't use, etc.*

Use a narrative writing style with enough text to tell a compelling and convincing narrative but limit the text to 2 to 3 paragraphs if possible.

### Step 4: Ask Open-ended Questions (optional)

*Ask the AI an open-ended question that it can use to enhance its response.*

What critical issues do these children face without this support?

### Step 5: Define Constraints (optional)

*Include any directives to limit what the AI should consider when providing output.*

Use evidence only from scientific and sociological research conducted by respected governmental or research institutions. Cite the data sources that you used to present your evidence.

### Step 6: Put Steps 1 – 5 Together

You are a [1a. Role]. + [1b. Goal] +  
[2. Contextual Information] +  
[3. Specific Instructions] +  
[4. Open-ended questions] +  
[5. Define Constraints]

### Completed Prompt

You are a non-profit marketing expert. Craft a brief yet powerful email to [TARGET AUDIENCE] to encourage fundraiser event sponsorship The fundraiser is to raise money to purchase school supplies for kindergartners from struggling families. Emphasize how the fundraiser's proceeds will benefit these children. Use a narrative writing style with enough text to tell a compelling and convincing narrative but limit the text to 2 to 3 paragraphs if possible. What critical issues do these children face without this support? Use evidence only from scientific and sociological research conducted by respected governmental or research institutions. Cite the data sources that you used to present your evidence.