If you’ve never used AI, this sheet will give you an easy place to start. Follow the steps and prompts below to get your feet wet in ChatGPT, the software a lot of people are using to generate text-based content for free.

Visit: chat.openai.com

Prompt 1: Please generate a thank you letter for a precise sponsorship amount for our Signature Event for the nonprofit organization New Mexico MainStreet. Have it include our address 1234 N. MainStreet New Mexico, NM 12345 and our tax identification number EIN: 11-123456789 for our sponsors tax purposes.

Prompt 2: Please generate a press release involving New Mexico MainStreet’s project to improve facades in New Mexico, NM downtown where we have painted, fixed stucco, and replaced windows in 3 buildings and talk a little bit about the economic impact this could have on our downtown.

Prompt 3: Please generate a thank you speech to the City Commission of New Mexico, NM for supporting us for 3 years as our nonprofit, New Mexico MainStreet works hard to revitalize our downtown. This should include emphasis on their support of our business accelerator program, our resident artist program, and our infrastructure project to install food truck power plugs downtown.