E-MAIL CORRESPONDENCE TEMPLATE

Good morning/afternoon/evening, **ARTIST NAME**,

I hope that this e-mail finds you doing well.

I am contacting you because we at **COMMUNITY GROUP NAME/LIBRARY BRANCH** are interested in booking you for an *Art Starts program at **INSERT LIBRARY BRANCH NAME/LOCATION** on **INSERT DATE**. We would also like to set up a backup date in case of inclement weather or an emergency. Would you be available and interested in teaching a workshop on **DATE** with a backup **DATE** to **#OF PARTICIPANTS**, aged 8 – 12 years old, 8 participants for a **PICK MEDIUM** workshop?

If you are available and interested in those dates, we would be eager to hear your ideas **(this would also be the time to mention any special considerations about your client's needs).** Let us know what you need to know about space, or feel free to ask any questions. We are also open to a Zoom meeting with all our partners, so everyone knows the details.

We are interested in a half-day morning workshop and can pay a **CARFAC fee of DOLLAR AMOUNT**. We can also cover a mileage rate of **DOLLAR AMOUNT.** If this would require a hotel stay, we would like to discuss working with a close community to share costs; we can discuss details. Also, we are wondering if you would be willing to provide perishable supplies and, if so, what that cost would be.

We look forward to working to hearing back from you and hope we can work together. Our community is very excited to host you. If you could please let us know by **DATE,** we would appreciate that, then we can begin to plan our activity.

Sincerely,

YOUR NAME HERE.

THINGS TO CONSIDER IN YOUR CORRESPONDENCE:

- *All artists listed in the Arts Starts guide are informed of the program and know what it is. You can work with a professional artist in your community, but the onus will be on you to explain the program to them. Feel free to share the guide with them as an introduction to the program.

- Provide yourself with plenty of time to organize a workshop, the more time you have, the more time you must find additional resources if needed (funding, other partners, etc.). For example, if you are partnering with another branch/community for cost savings.

- Include your library or community group in all your e-mail correspondence with the artist; it keeps everyone informed of the details.

- Dates and back-up dates.

- Initiate a conversation, mileage

- Tell us the age of your attendees and address if there are special requirements to consider. There are ways the artist might be able to modify and make it a better experience for your clients. For example, needle felting can be challenging for younger ages but there are ways to adapt it for children.