SAMPLE EMAIL TO STUDENTS
(Feel free to edit to fit your situation)

Dear Wonderful Students,

I am emailing you to let you know about the upcoming **Spivey Hall Elementary Honor Choir** on **Saturday, March 26**. This event is an opportunity for **4th – 6th graders** to sing and learn more about music in a fun, positive environment while meeting other young musicians from around the state. This in-person event will take place at the First Baptist Church of Morrow and is **only $35** per student which includes registration, music, t-shirt, and lunch. Some scholarships are available based on need. Prior to the event you will be sent a YouTube link and asked to memorize three melodies.

If you would like to be nominated for this event, please reach out to me by _____ with your first name, last name, and a good parent email. Once you are nominated, Spivey Hall will email you directly with all the registration details.

Student Schedule:
8:30 – Registration Opens
9:00 – Rehearsal #1
10:30 - 10:45 – Bathroom Break
10:45 – 12:00 – Rehearsal #2
12:00 - 12:45 – Lunch on site
12:45 - 2:00 – Rehearsal #3
2:00 - 2:15 – Bathroom Break
2:15 - 2:45 – Dress Rehearsal
2:45 - 3:15 – Bathroom/Snack/Change Shirts
3:30 – Concert

Let me know if you have any questions. I think you would have a great time at this event and learn a lot.

Sincerely,
Your Wonderful Music Teacher