



## Module 3 – draft emails

### Pre workshop email

Dear Colleagues

I am looking forward to seeing you at the third Sensational Museum workshop. The workshop will take place on [date and time] in [location].

Before the workshop, please listen to the two short podcasts (less than 10 minutes each) on co-creation and audio description. These can both be found here:

[Co-creation podcast](#)

[Audio description podcast](#)

If you would prefer, they can also be found wherever you like to listen to your podcasts (just search for “The Sensational Museum” on Spotify or Apple Music etc.). If you would prefer to read them rather

than to listen to them, there is also a descriptive transcript of each podcast which can be found here

[Co-creation descriptive transcript](#)

[Audio Description descriptive transcript](#)

In this workshop we will be discussing museum visual stories. We will be looking at [this example from the Wellcome Collection](#) [as well as our own current visual story].

## Post workshop email

Dear Colleagues,

Thank you for attending the third Sensational Museum workshop on [day].

There is one post-workshop activity for this module, a reflective log, attached. This should only take approximately 10 minutes. (although you are welcome to spend as long as you would like on it).

[Please also include details of your “task force” plans”]

I look forward to seeing you at the next workshop on [date].

If you have any questions in advance, please do let me know.