



Module 4 – draft emails

Pre workshop email

Dear Colleagues

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

In this workshop we will be choosing a narrative shortlist to present to our co-creation group. Before the workshop, could you please complete the narrative shortlist activity attached.

Post workshop email

Dear Colleagues,

Thank you for attending the fourth, and final, 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” if there are still items left to complete]

Thank you for all of your hard work during the internal Sensational Museum workshops.