



## Module 5d – draft emails

### Pre workshop email

Dear [name]

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

Attached is a “what to expect” document which has information about the workshop, including a schedule at the bottom.

In the workshop we will be finalising our concept brief for our experience or exhibit. Print outs of the completed concept brief form will be provided at the workshop but if you would prefer a digital copy, the screen-readable file is attached. There is no need to look at this in advance.

## Post workshop email

Dear [name],

Thank you for attending the final co-production workshop at [museum].

I will be sending you the final version of our concept brief for sign off before I send it on to the designer[s] who will produce our experience or exhibit. The experience or exhibit will be installed in the museum [if you have a specific timeframe already then please say but if not "early 202x" is fine]. We will be in touch with you to keep you up to date on the progress and you will be consulted if any changes have to be made to our experience or exhibit.