



PREPARING

Below is a sample e-mail that could be sent to guests in advance of your connection experience. Feel free to use whatever language or format you prefer when communicating with guests, but be sure to convey important logistical details in advance, so that your guests are prepared for the experience!

Dear [\[Guest Name\]](#),

We are so excited to have you join us for [\[connection experience title\]](#) on [\[date\]](#) at [\[time\]](#). Below are a few key logistical details, so that you are mentally and physically prepared to have a meaningful experience with us!

- [\[Location and directions\]](#)
- [\[Parking and/or public transit options\]](#)
- [\[Attire\]](#)
- [\[Items to bring such as a ticket, lawn chair, picnic lunch, blanket, etc.\]](#)
- [\[Accessibility Information\]](#)

As you already know, we are going to be [\[description of experience/activity\]](#). Coming with an open heart, mind, and soul will help make sure that you get the absolute most out of this experience, and hopefully walk away with newly forged connections and perspectives.

We're looking forward to seeing you, and please reach out to [\[contact name\]](#) at [\[contact e-mail/phone\]](#) if you have any questions!