

## Letter to send out 3 weeks before

Dear **[Name]**

The [YOUR EVENT] is only **## days** away! We wanted to share some of logistical information to make our day of activities go smoothly. First, repositories can start setting up in [EVENT LOCATION] as early as [DATE, TIME]. We're asking all repositories to be set up and ready to greet the public at [TIME]. Doors will open at [TIME].

For unloading your materials, we will have an unloading zone on [LOCATION]. [NAMES] will greet you, help you unload, and show you to where the repositories are setting up for the event. You can then park your car [LOCATION]

Attached to this email is a floor layout so that you can locate your booth among the other repositories. Your table space size is **DIMENSIONS** so please plan accordingly. We have also included a schedule of the day's events so you can easily familiarize yourself with all our amazing [YOUR EVENT] activities.

**[If repo is scheduled for a talk]** You are also scheduled to give a lightning talk at these times: **TIME** and **TIME**. Your fun, informative talk will be on the outside stage. [NAME] will plan on meeting you 5 mins before your talk to help you get to the stage. We're asking for your pitch from the stage to be no longer than **##** mins. This is a great opportunity to draw some of our outside crowd inside to meet all our awesome repositories so don't hold back!

We will have food available in a break room for our volunteers and participating repositories so be sure to fuel up during the event.

Finally, we're encouraging all repositories to hang around after the event is done at 6pm for an archivist after party! It'll be a great time to catch up, reconnect, or meet some fellow archivists in the area. We hope you're able to make the party.

If you have any questions during the day of, do not hesitate to get in touch with either [NAME AND PHONE NUMBER] at any point.

We look forward to seeing you on [DATE]! Thanks again for agreeing to participate in the [EVENT]

Take care,