

FIRST ASK - [sent 5-6 months before event]

Dear **[Name]**

The planning stages have begun for the YOUR EVENT and we'd like to invite **[REPOSITORY NAME]** to participate in the event. The YOUR EVENT is a FREE, fun, and engaging event open to the general public and appropriate for all ages. At the heart of the event are booths from over two dozen LOCATION archives showing off their amazing collections and services in one big room and promoting the diverse cultural heritage resources available to the public in our region. The YOUR EVENT is organized by the YOUR ORGANIZATION a group of local professional archivists.

YOUR EVENT will be held on **DATE AND LOCATION**.. Archival repositories are encouraged to participate in various ways - we're offering repositories a table in the main hall to promote their collections and engage visitors in a hands on archival experience. Repositories are also able to jump onstage to wow the crowd with their repository's "elevator pitch." Even repositories who are not able to attend the event are encouraged to provide informational materials for the visitor's AAB goodie bags.

In addition to the repositories the YOUR EVENT will feature a photo booth, engaging speakers, archival films, oral history booth, and Preservation Station.

If you'd like to participate in the event please fill out the google form below. Once we receive your submission we will be in touch with additional information about the event:

[Google Form](#)

If you have questions about how your repository can best participate in this archival community-building event, please feel free to get in touch with NAME AND CONTACT. We're happy to answer any questions you may have about the event.

Take care,

NAME,