

FOLLOW UP ASK - repositories who have filled out form

Dear **[Name]**

We are excited that **[REPOSITORY NAME]** has agreed to participate in the [YOUR EVENT]! Thank you for filling out the google form. We are currently finalizing our exciting list of participants for the [EVENT] on [DATE] and will be sending more information about the day's events by the end of July. We currently have you confirmed to **[PARTICIPATION INFORMATION. RESPOND TO SPECIFIC QUESTIONS.]**

In the meantime, please reply to this email with your institution's hi-res logo (300 dpi preferred) in .jpg or .png format, along with an image from your collections and a brief bio of the institution for inclusion in the [ORGANIZATION] website. We will also use this information on social media to promote the event in the days leading up to the event.

As you may know, the [YOUR ORGANIZATION] is a volunteer, non-dues-paying organization. Several local repositories, including the [REPOSITORY NAMES], also contributed to the bazaar as sponsors. We know this isn't possible for everyone, but please take a look at the attached sponsorship handout and consider sharing it with whoever would be the appropriate contact at your institution. If you have any questions, contact [NAME, CONTACT INFORMATION]
[Attach Handout.]

Thank you again for participating in the 2016 Austin Archives Bazaar!

Take care,

[Name]