

FamFest



Sample Stop Confirmation Email

Use this template as a guide for housekeeping email you will send in the week leading up to the event to participating businesses that will be FamFest stops.

Dear [participating business],

We're only one week out from our FamFest! Thank you for participating!

Just a reminder that FamFest will be [event date] from [event time]. You can expect families to come to your business any time between these hours.

We have you confirmed to [hand out Take and Makes (or substitute your chosen activity here)]. We will be distributing those materials and a FamFest Location sign on [distribution date].

For the date of FamFest, here are some helpful tips:

- Please hang your FamFest Location sign on FamFest day in a spot that is visible to people in the street. This might be the front door, a front window, or even an easel outside your business doors.
- Have a location set up in your business for your chosen activity or the Take and Make materials. A small table near the front door is great! Have a staff member or volunteer available during the FamFest hours to assist with the activity or hand out Take and Makes.
- Greet families as they enter and thank them for coming. Guide them to the activity area. This is also a great time to share about your business. Be sure to stamp their FamFest Passport!

We will come around and pick up your FamFest Location sign on [pick up date].

We are so excited that you will be joining us for FamFest! If you have any questions about our upcoming event, please don't hesitate to reach out!

Sincerely,

[Your Contact Info or email signature]