

# FamFest



## Sample Business Recruit Email

***Use this template as a guide for emails to send to businesses to recruit for the FamFest. Make changes and add or delete information to meet the needs of your event.***

Dear [target business],

[Our organization and your event partners] are planning a fun event on [your event date] for local families and kids, and we would love for [target business] to be a part of it!

Our organization invites you to participate in FamFest, which is designed to allow local businesses and organizations to support early learners and their families. The event will be hosted at [event venue] on [event date] and will run from [event hours]. Attached you will find a flyer with more information about the event.

Here's what will happen at FamFest:

Families can come to [event venue] anytime during the even hours. A FamFest Passport will be provided to families to show which participating businesses to visit. Each business will have a fun, family-friendly learning activity. Similar to trick or treating, but with activities and supplies! Businesses are also invited to have specials and discounts for FamFest participants. For the learning activity, businesses can choose to have a station with their own learning activity or hand out a pre-made Take and Make activity which we can provide.

1. Activity Stations. These can be tailored to your business, but might be Legos, cardboard boxes, playdough, stamping, and much more. Come up with your own, or we can help you!
2. Take and Makes. We create a small bag with a notecard-sized family activity, along with the supplies, for kids and families to take home and enjoy. For example: Kinetic sand is great because it helps children build fine motor muscles and its texture is also soothing.

We would love for [target business] to be a part of our FamFest! It's a great way to bring people into your business and help our community's young learners.

Please contact me if you are interested in participating in the event or if you have questions.

Sincerely,

[Your Contact Info or email signature]