

Email Templates

This guidance document contains two email templates. Please note these may need adapting/rewording to suit your exact needs, but they ensure that you do not start with a blank page when working on a project.

If you are struggling to write an email or reach out to an organisation, please let us know and we would be happy to help you write something or proof read what you have written so far.

Venue Hire Enquiry

This email can be reworded to focus on booking tickets for something like bowling, quasar, cinema...

Subject: Venue Hire Enquiry

Dear [Name],

I hope you're well.

My name is [Name], and I am writing on behalf of [Society Name] at Norwich University of the Arts.

We are looking to host an event on [Date] for approximately [Number] attendees and would like to enquire about venue hire at your venue.

Could you please let us know:

- Availability on the proposed date
- Venue capacity
- Hire costs/cost per person
- If you are able to provide PLI and a Risk Assessment

We would be grateful for any information you can provide. Before we proceeding with booking we will need to check funding options with our Students' Union so currently we are just gathering information on various options.

Kind regards,

Guest Speaker Enquiry

If you are inviting an external speaker, you must go through the External Speaker process first!

Subject: Invitation to Speak

Dear [Name],

I hope this email finds you well.

I am writing on behalf of [Society Name] at Norwich University of the Arts.

We are organising an event focused on [Topic] and would be delighted if you would consider joining us as a guest speaker.

The event is planned for [Date] and would involve approximately [Length of Talk] followed by a short Q&A session with students. If you are interested but this date does not work for you please let us know alternative dates that you would be available. We also wanted to ask if you have a speaker fee or would need transport or accommodation covered – if this is the case then that is absolutely fine, we will just need to check with our Students' Union if there are any funds available for this. Thank you for your time and consideration.

Best wishes,