

## Sample E-Mail Message in Response to Inquiries

*Fill in specific information between the [brackets].*

Thank you for contacting me about *The Holiday Project* [Holiday] visit to [Facility Name]. The visit will be held on [Day, Month 00, 2004] from [00:00a/pm] to [00:00a/pm]. Below is more information:

DIRECTIONS: [Address, Directions – Driving and Metro, Where to Park, Where to Meet at the Facility]

ACTIVITY: The Holiday Project is non-profit organization whose volunteers visit people in nursing homes and hospitals throughout the holiday season, and on other holidays during the year. Many of the people we visit have no other visitors during holidays, so spending time with them is a special treat and a way to share the true spirit of the season. We will be visiting with residents in community areas and one-on-one in their rooms. Prior to the visit, I will lead a short orientation to explain everything you need to know, so it's important to be on time.

GIFTS: The Holiday Project provides small gifts; you are invited to bring cards. No meal serving is associated with the visit; you may bring goodies to share with staff and other volunteers, but we do not give edible items to residents, unless we are given specific permission by facility staff.

CHILDREN & PETS: Children of all ages are invited to nursing homes; hospitals may have restrictions. Pets may be welcome. As each facility has it's own rules, let me know if you are interested in bringing children and/or pets and I'll let you know if it's OK. [You can insert rules here and alter copy.]

ATTIRE: Neat and clean is always the best guideline. Holiday attire is especially welcome.

MORE INFO: Let me know if you have questions. You can contact me at [E-Mail – Phone]

I look forward to seeing you on our visit!

[Name]