E mail template to send to host sites at the conclusion of a workshop, review the e mail template insert the requited info and make it personal, this is just a starting point!

Attachments:

* AgeOptions Speakers Bureau flyer
* AgeOptions agency one pager/ overview

Content of the e mail:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Greetings INSERT NAME OF YOUR CONTACT AT THE HOST SITE,

Thank you for the opportunity to present (INSERT THE TYPE OF WORKSHOP) at your site. We had a great experience working with you and your team at INSERT NAME OF HOST SITE and appreciate the opportunity to reach your community to share strategies and skills for participants to better manage their conditions to live active and independent lives.

Please complete this survey to provide feedback about your experience setting up and hosting this workshop: [Host Site Survey (office.com)](https://forms.office.com/pages/responsepage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxUNkdaUVFJVjQyQ1pMTE1XNlQ1V0k0OEJLRCQlQCN0PWcu)

If you have any additional feedback you would like to provide, please contact Kathryn Zahm, Manager of the Illinois Pathways to Health Initiative at [Kathryn.Zahm@AgeOptions.org](mailto:Kathryn.Zahm@AgeOptions.org).

The Illinois Pathways to Health team offers several different workshops and presentations, we hope that you will consider inviting us back to continue our work in promoting health literacy and health education. Please see the attached list of presentations offered by the Health Promotion Team and by others at AgeOptions.

I have also included an overview of the resources available through AgeOptions as a reference and resource for you. Please share within your organization and within your community. AgeOptions team is always here to help in any way that we can!

We look forward to continuing our work together.

Best wishes,

INSERT YOUR SIGNITURE