



A sample letter to MPs, School Governors and Policy-makers;

Dear....

You are invited to join us on [*enter date*] at (*name of venue*) as we celebrate World Performance Week.

Our performance (*or workshop*) will be part of national events to celebrate the cultural, artistic and educational value of Drama and schools, and of Theatre for children and young audiences.

The cast (*or children*) have gained a great deal from this project and are looking forward to sharing their endeavours with an audience. The work has involved (*details to be inserted by school/ theatre/university*)

I am writing to invite you to be our guest for this exciting and special occasion, which will take place at (*time*) on March 18th at (*place*). If you could let us know your time of arrival, we will be ready to welcome you at Reception. The performance (*or workshop*) will last approximately (*complete*).

Yours sincerely,

Reminders of inclusions if you choose to substantially re-write or amend the letter: Please use your school/theatre/university headed soft or hard copy address as appropriate.

Date: (*insert date*),

Time: (*insert time*),

Where: (*insert venue address*),

Details of event: (*insert details of event*).

Your Contact Details: (*insert your contact details*)