

We are looking forward to seeing you on insert day the insert full date for the insert course name course with insert tutors name at insert address

## What to wear?

Aprons will be provided but best to prepare for a day in the studio with casual clothing.   
For health and safety reasons please avoid wearing loose jewellery or high heeled shoes.

## What about lunch?

Teas and coffees are available throughout the day to help yourself.  A snack will be provided at lunchtime. If you have any special dietary requirements please just let us know.

## How to find us?

The course will be run at our studio at insert full address

Add a google maps link here to be found easily

**Arriving by Car?**

Provide compressive written instructions on how to get there and parking arrangements

**Arriving by Train?**

The closest station is XXXXXXX. [provide details of how to get from the station including taxi numbers]

Add any other forms of transport if necessary.

Contact me at insert email address / phone number here for further details.

## Timings

The course is scheduled to run from 9.30am to 5pm. However, the course may run over. If you have pre-booked transport, please let me know at the beginning of that day so that I can ensure that you are ready to leave on time.

## Equipment

All tools and materials are provided.

## Contact Numbers

For any issues arising on the day contact insert your contact number here.

Please provide Contact details of the person you would like us to contact should anything happen on the day.

* Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Let me know if you have any mobility issues or any questions at all. We look forward to seeing you on the day and it is certainly worth bringing your camera.

Kind regards,

Add name / signature block here.