Email Templates for Sharing Files

This document gives language for emailing contributors their files once post-production has been completed. There are two drafts here: one for a digital archive exhibit only and one for a digital archive exhibit with a physical exhibit also.

# Digital Archive Only

Dear **[firstname]**,

Thank you for sharing your object/memory/story at the **[INSERT COLLECTION EVENT NAME HERE]**!

The **[INSERT COLLECTION EVENT NAME HERE]** exhibit, which includes your **[NAME OF CONTRIBUTION HERE]**, will go online on **[DATE OF GITHUB SITE LAUNCH]**. The website with your object will become available at the start of the exhibition.

If you would like hi-resolution copies of images of your object, you’ll find links to those at the bottom of this email. We’ll keep the links live until **[INSERT END DATE FOR ACCESS HERE]**. (If you need to access them afterwards, please send us an email.)

Thank you so much for sharing your item!

-Name

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Links for object(s) contributed

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# Digital Archive with Physical Exhibit

Dear **[firstname]**,

Thank you for sharing your artifact at the **[INSERT COLLECTION EVENT NAME HERE]**!

The **[INSERT COLLECTION EVENT NAME HERE]** exhibit, which includes your **[NAME OF CONTRIBUTION HERE]**, will go online on **[DATE OF GITHUB SITE LAUNCH]** and be available for viewing in the **[INSERT LOCATION OF PHYSICAL COLLECTION]** through **[INSERT DATE RANGE]**. The website with your object will become available at the start of the exhibition.

If you would like hi-resolution copies of images of your object, you’ll find links to those at the bottom of this email. We’ll keep the links live until **[INSERT END DATE FOR ACCESS HERE]**. (If you need to access them afterwards, please send us an email.)

If your artifact is of a lendable nature and you’re willing to let us show your actual artifact during the exhibit, please let us know. Also, if you’d like details about how to participate in one of the exhibition events, do let us know.

Thank you so much for sharing your item!

-Name

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Links for object(s) contributed