**Invitation**

Email Subject Line: Help define the future of [INSERT ORGANZATION NAME]!

Hi \_\_\_\_\_\_\_,

You’re busy, I get it, so I’m going to cut to the chase.

As you know, we’re refreshing our space/building soon. To make sure we maximize the opportunity before us, we need creative and strategic minds like yours in a design and dream workshop ran by our architectural firm, Visioneering Studios.

Now, before you start picturing this…. It’s actually more like this…

*A person pointing at a whiteboard with people sleeping on the table

Description automatically generated*A group of people sitting around a table

Description automatically generated

The session is called Basecamp, and the Visioneering team describes it as “imagine if a focus group and a brainstorm session had a baby.” Sounds fun, right?

We hope you’ll join us for this important first step in shaping the future of [INSERT ORGANZATION NAME]!

Here are the details:

• Date: \_\_\_\_\_\_\_\_\_\_\_

• Time: 6-8:30pm (Dinner provided)

• Please RSVP to \_\_\_\_\_\_\_\_\_\_\_

Let me know if you have any questions. See you at Basecamp!

[Sender name]