Schedule K – A sample letter to participants

Dear Nnn,

We are looking forward to meeting you at the Healing Pathway Phase 1 workshop planned for Friday and Saturday, June 15 and 16, at St Andrew’s United Church, 123 Main Street, Anytown. Please enter through the “Office” door and there will be signs inside directing you to the workshop.

There should be space in the church parking lot, if not we don’t recommend parking on the street as it is for a maximum of 2 hours and By-law officials patrol regularly. If there is no space in the church lot, we suggest the public parking lot just along Main Street from the church.

The first day will begin with registration starting at 8:30 at which time any outstanding fees for the course will be due. The sessions on both days will start promptly at 9:00 am and we anticipate being finished both days by 5 pm.

We will be providing refreshments and snacks but ask you to bring your own lunch with you, as there are no restaurants near the church.

You may like to bring your own blanket and pillow for use on the massage table. Since this is an active and experiential workshop please wear comfortable clothing.

We are still asking participants to wear masks and we will hold a discussion about appropriate health protocols at the start of the workshop.

If you have any further questions, or find yourself unable to attend, please let me know by writing to this email address or calling 777-123-4567

Sincerely

J. A. Doe