***Greater Lansing Potters’ Guild***

***P.O. Box 965***

***East Lansing MI 48823***

***517-339-8978***

Date: DATE

NAME  
ADDRESS

Dear NAME,

This letter is to acknowledge the receipt of your application for 2nd Term Visiting Potter. Your interest in the program is appreciated.

I wanted to inform you of upcoming dates and times. The prospective Visiting Potters will have a show of their work at the Guild from DATE to DATE. The set up for the show will be on DATE from 11 am to 2 pm and DATE, from 9 am till noon. A committee representative will be at the Guild to assist you.

Thirty-minute interviews are scheduled for DATE from 6:30 pm to 9 pm at the Guild. Sign up for your preferred interview time at the time you set up your display.

Enclosed are some tips to help you with your display.

If you have any questions, scheduling conflicts, or if I can be of any assistance to you, please email me at EMAIL ADDRESS

Sincerely,

NAME

Chair, Membership Committee