Greater Lansing Potters’ Guild

P.O. Box 965

East Lansing MI 48823

February 28,2015

NAME

ADDRESS

Dear NAME,

On behalf of the members of Greater Lansing Potters’ Guild, I extend to you their sincere good wishes as you complete your Visiting Potter experience. You are reminded that your term ends on March 31. At that time, your shelf should be cleared, your Guild key should be returned (place it in the envelope in my mailbox) and your points pages should be brought up to date, making sure to leave the 3000 points loaned to you at the beginning of your term.

As a demonstration of your achievements, you are asked to present an exhibit of selected work completed during the past two years at the Guild. The dates of the show are DATE through DATE. Set-up time is Friday, DATE from 9 am to noon. Membership Committee members will be available to coordinate the arrangement of the clean room and to assist you in setting up your exhibit.

The Guild will host a reception in your honor on DATE, from 2 pm to 4 pm. Please feel free to invite a few family members and friends to share refreshments, picture taking, and good fellowship with Visiting Potter colleagues and Guild members.

All of us at the Guild have enjoyed working with you these past two years. We hope you have enjoyed working with us as well.

Most sincerely,

NAME

Chair, Membership Committee

P.S. Please fill out the enclosed questionnaire and return you comments to me.