

DATE

NAME

TITLE

ORGANIZATION

ADDRESS

Dear NAME:

Thank you for joining me on XX to discuss the Philadelphia Science Festival. Your work, and that of ORGANIZATION, is essential to the fabric of the scientific community here in Philadelphia. As we discussed, through its programming and publicity, the Philadelphia Science Festival will highlight the many events and activities taking place at ORGANIZATION on a daily basis—bringing the importance of your work and that of all of our partnering institutions into the public consciousness.

We would be delighted to count ORGANIZATION among our confirmed collaborating partners in this endeavor. The role of a collaborating partner for the Festival is defined below.

- Share in the production, promotion and hosting of featured events consistent with the mission of the festival
- Provide outreach events to organizations/schools/community groups located in different neighborhoods in the city that could otherwise not afford them
- Support public relations around collaborative events
- Provide exhibitors for Science Carnival on the Parkway
- The leader of each organization will be invited to sit on the Advisory Committee
- A staff member from each organization will be invited to have a seat on the Steering Committee

Please confirm your organizations participation in the event by response to this email at your earliest convenience. Together, we will showcase and celebrate the vibrant community of science and scientists in Philadelphia.

Should you have questions or concerns related to the Science Festival, please feel free to contact me, Steve Snyder (ssnyder@fi.edu) or Gerri Trooskin (gtrooskin@fi.edu) at any time.

Thank you and I look forward to working with you on this exciting endeavor.

Sincerely,

Dennis Wint
President and CEO
The Franklin Institute