

PAINTING SOCIAL TOOLKIT: INVITATION TEMPLATE

Subject: You're Invited! Painting Social

Hi Team,

Get ready to unleash your inner artist and connect with everyone in a fun, relaxed setting! We're excited to invite you to our upcoming team social featuring the paint-by-number kits provided by the Office of Wellbeing.

This is a great opportunity to take a break, get creative, and enjoy some time together outside of our usual work tasks. No prior painting experience is needed – the kits make it easy for everyone to create a beautiful piece!

Here are the details:

Who: XXX Team & your families

What: Team Paint-by-Number Social (kid kits available)

When: [Date of Event], from [Start Time] to [End Time]

Where: [Location - e.g., Conference Room A, Team Common Area]

We'll have all the painting supplies ready for you, including the canvas, paints, and brushes. Just bring yourselves! OR Sign up to bring one of these items (list of items provided by “You”)

To make this event even more fun, we're adding a [Optional: Theme Name] theme! Feel free to get into the spirit by:

[Optional: Suggestion 1 - e.g., Wearing Hawaiian shirts for a Tropical theme]

[Optional: Suggestion 2 - e.g., Bringing a tropical-themed snack or drink to share]

[Optional: Suggestion 3 - e.g., Playing themed background music]

[Optional: If providing refreshments] We'll also have some light refreshments available, including [List types of refreshments, e.g., snacks, water, soda, coffee].

ACTION REQUESTED:

1. Please RSVP by [RSVP Deadline Date] so we can get a final headcount and ensure we have enough kits and refreshments for everyone. You can reply directly to this email to let us know if you can make it.
2. If someone in your party has a food allergy or special accommodation that we need to consider for planning/hosting purposes, please let us know ASAP.

Inclement Weather Plan: XXXXX

We're really looking forward to spending this creative time with all of you!

Best regards,

[Your Name/Team Lead Name]