

# Guild to Teacher Communications Template



Want to hear a funny story? A true one?

Two guilds, with the exact same name, in two different states (NC & SC), contacted a teacher on the very same day. One guild rep was named Rose, the other Rosemary. Guess how long it took the teacher to figure out she was talking to two different guilds? Tooooo long. Several very, very confusing weeks. This kind of thing happens far more often than you'd think. There are a lot of guilds with similar names out there and your teacher is probably communicating with a lot of them at the same time.

**If you want to save your incoming teacher a great deal of time and sometimes great confusion, please include the following in every single email:**

Subject: Guild Name + Event Date (+ question)

Body of Email

Your Full Name  
Your Guild Position  
Your email and phone number  
Guild's Full Name and Location  
Workshop/Lecture title

You can easily create a signature with all of this information in most email programs, or put it somewhere in your files so that you can easily copy and paste it in all emails. You can put it at the top of the email or at the bottom. Either way, your teacher will think you are a rock star!