



First Contact Template

The Easiest Way to Hire Your Teacher

Let's Make a Date! Quickly Communicate Your Guild's Needs to Potential Teachers

We teachers love emails with subject lines like "Program for XYZ guild" or "We can't wait to hire you!" It's a little rush of "Hey! They like me! They really like me!" that never gets old. That catchy subject line is the first step, but what can you include in the body of your email to help us help you to make the booking and contracting process quick and easy?

Quick intro of you as the coordinator: Your name and your position in the guild. Your phone number is a great extra, but if you aren't comfortable with that until you know us better, that's ok too.

Quick intro of your guild: The full name of the guild AND where you are located. Not only is it amazing how many guilds have very similar or exactly the same names, but now that we are mostly virtual, we need an idea of time zone during the contracting process. Gone are the days (at least temporarily) where we just adapted to local time when we got to your state – now we might come to you just minutes after finishing our dinner dishes!

When your guild meets: Almost every guild meets the same day and time each month. Please let us know when that is for your guild.

What program(s) you are interested in: In general, teachers have their "wares" in the form of lectures and workshops available on their websites, with descriptions of each option. Many also have their prices listed for each of their offerings. We try to make it easy for you to know what you want when you contact us – but if you have questions, or need some help deciding, of course we will help you craft a great combination of lectures and workshops!

Side note: If your question is something along the lines of "Please send me a description of each of your available programs," 99 times out of 100, we are going to refer you to our websites for that information, as we simply don't have time to list out everything for each guild individually, so we have it on our websites. Check there first and we'll be steps ahead by the time we make contact!

What date(s) might work for you: I've saved the best for last. We want to come to you, virtually or in person when we all feel comfortable. Giving us a couple of solid dates to choose from, like "November 17, 2021" or "March 8, 2022" is so much easier for us to start narrowing down what might work for both of us. While "Tell me about your availability" may intend to imply your being very flexible for us, it's actually really far too broad a question to work with easily. We are generally balancing fully contracted bookings, dates being held until contract signing is complete, and our own personal and family schedule in our calendars, so "tell me about your availability" is pretty impossible without sharing our entire Outlook calendar. It's rare that we can't find a date that will work for both sides, and starting with a few to look at is a blessing!