

TEMPLATE EMAIL FOR FACULTY RECEPTION INVITE:

Dear Professor <Insert Name>,

I would like to invite you to the First-Year Success Student-Faculty Reception on **Tuesday, April 16** from 12:30 - 2 pm at the GSU Terrace Lounge. A light lunch will be provided.

<Provide a sentence about how you know them or a moment in which they had a significant impact on you>

<Mention what you are hoping to get out of the interaction>

Are you hoping to learn about their path to their area of study?

Want to learn about research and career opportunities of former students?

Need advice on classes?

Do you want to get to know who they are as a person and what their interests aside from academics are?

<Specify what your availability between 12:30 pm and 2 pm is. Consider classes/commuting to the venue. You do not need to be here for the whole time>

<State that you hope to hear from them soon>

If you are able to attend with me, could you also please submit the [RSVP](#) form? I will also complete it acknowledging that we are both attending!

Best,
<Name>

SAMPLE EMAIL TO A FACULTY MEMBER:

Dear Professor Levine,

I am reaching out to invite you to the First-Year Success Student-Faculty Reception on **Tuesday, April 16** from 12:30 - 2 pm at the George Sherman Union Terrace Lounge! I have genuinely enjoyed taking your AR 100 & AR 190 sections and I have found your office hours to be extremely helpful. I would love to learn more about your journey into becoming an archaeologist and a professor. I'm curious to hear about research opportunities in Archaeology and would appreciate advice on how to get involved. Additionally, I would like to know a bit more about you and who you are outside of BU.

I have class until 1 pm so I can meet you for any block of time between 1:10 pm and 2 pm. If you are able to attend with me, could you also please submit the [RSVP](#) form and let me know by (add the date of one week after this email is sent)? I will also complete it acknowledging that we are both attending!

Best,
John