



**Teen Arts Week Communication Sample Language**

*For participating organizations to use when following up with teens who register for their event*

Dear **[REGISTRANT NAME]**,

Thank you for registering to attend **[EVENT TITLE]** hosted by **[ORGANIZATION]**. (If they indicated a +1 on registration form: [You are confirmed to attend with one guest.]) We look forward to welcoming you on **[DATE]**. Please see event details below:

**[EVENT NAME]**

**When:** **[EVENT DATE & TIME]**

**Where:** **[EVENT LOCATION]**

**What to bring:** **[School ID/materials/printed tickets/etc.]**

**Directions:** **[X train(s) to X stop; X bus(es) stop nearby]**

**Accessibility information:**

If you have any questions or would like to update your registration, please reach out to **[NAME OF PRIMARY CONTACT AT ORG]** at **[EMAIL/PHONE]**.

***[EVENT TITLE]** is offered as part of Teen Arts Week: NYC's only citywide celebration of the arts for teens, featuring free classes, workshops and performances for teens at arts organizations in all five boroughs. You can learn more about Teen Arts Week and sign up for more events at [92y.org/TeenArtsWeek](http://92y.org/TeenArtsWeek).*

Thank you,

**[SIGNATURE]**

**(Email example on pg 2)**

Dear James,

Thank you for registering to attend the **Teen Arts Week Kick Off Event** hosted by the **92nd Street Y**. You are confirmed to attend with one guest. We look forward to welcoming you on **Monday, March 2**. Please see event details below:

**Teen Arts Week Kick Off Event**

**When:** Mon, March 2, 11:00am-1:00pm

**Where:** 92nd Street Y Kaufmann Concert Hall  
1395 Lexington Avenue, New York, NY 10128

**Directions:** 4, 5, 6, Q train to 86th Street; M101, M102 and M103 buses stop nearby.

**What to bring:** Please bring a valid school ID. This is a ticketed event - please be sure to print your emailed ticket or stop by the box office the day of the event.

**Accessibility information:** 92Y's main entrance is ramped for individuals using mobility devices. Accessible restrooms & water fountains are available on the lower level. Accessible seating and listening devices are also available in the concert hall. More information [here](#).

If you have any questions or would like to update your registration, please reach out to Maya Ward at [mward@92y.org](mailto:mward@92y.org) or 212-699-7274.

*The Teen Arts Week Kick Off Event is offered as part of Teen Arts Week: NYC's only citywide celebration of the arts for teens, featuring free classes, workshops and performances for teens at arts organizations in all five boroughs. Learn more about Teen Arts Week and sign up for more events at [92y.org/TeenArtsWeek](http://92y.org/TeenArtsWeek).*

Thank you,

**Maya Ward**

Teen Programs Manager, Center for Arts Learning & Leadership

P: 212.699.7274

*Pronouns: she/her/hers*

**92nd Street Y** | 1395 Lexington Avenue | New York, NY 10128

[92Y.org/CALL](http://92Y.org/CALL) | [OnDemand](#)  
[Facebook](#) | [Twitter](#) | [Instagram](#)

**#TeenArtsWeek | March 2-8, 2020 | Join the movement [here!](#)**