

# Email Invitation to School Board

**Example email subject line:** You're invited! Ribbon Cutting Ceremony for our new STE(A)M Lab

Dear [ENTER NAME],

We're excited to announce that [ENTER SCHOOL NAME]'s [SmartLab](#), our new STE(A)M learning environment, is ready for students! This means we'll be preparing students for future careers better than ever. This has been a [ENTER LENGTH OF TIME] project in the making, and we can't wait to celebrate with you!

To introduce how "learning is different" in our SmartLab, we're hosting a Ribbon Cutting Ceremony at [ENTER ADDRESS] on [ENTER DATE] starting at [ENTER TIME].

## **Who will be there?**

We're inviting students, parents, sponsors, and local media. You'll also get a chance to meet [ENTER NAME], our SmartLab facilitator.

## **What can you expect?**

A lot of FUN! In a SmartLab, you'll find excitement, engagement, and exploration. After we cut the ribbon, you'll have a chance to explore our new technology and curriculum.

## **What will students learn in a SmartLab?**

With over 500 STEM projects spread across different challenge levels and learning paths, the possibilities for our students are endless! Students from [ENTER EARLIEST LEVEL IN GRADE BAND] to [ENTER OLDEST LEVEL IN GRADE BAND] will build circuits, learn code, print 3D objects, program robotic behavior, explore solar energy—and so much more!

Most importantly, students will develop critical thinking skills, collaborate in productive teams, and learn to persist when they solve problems.

We look forward to celebrating this memorable moment for [SCHOOL NAME] with you. To learn more about our new STE(A)M Lab and to RSVP to our Ribbon Cutting Ceremony, [CLICK HERE + LINK **and/or** REPLY TO THIS EMAIL].

Sincerely,  
[INSERT SIGNATURE]