

NLM Traveling Exhibition Survey
Attachment #2
Email Solicitation Scripts

Script #1--an initial survey request email [to be sent 1 day after each exhibition's closing date]:

Dear [Traveling Exhibition Host Contact Name](#),

Thank you for hosting [Exhibition Title to-be-placed](#), a traveling exhibition from the Exhibition Program at the National Library of Medicine (NLM). We value your partnership and ask for feedback on your experiences so that we may better serve you in the future. Please take a moment to share your feedback by completing the online survey at [surveymonkey url to-be-placed](#).

Should you have any questions, please contact us at the email address or phone number listed below. We thank you in advance for your attention to this request.

Name

Traveling Exhibition Services
Exhibition Program
History of Medicine Division
National Library of Medicine
Tel: 301.594.1948
Email: nlmtravelingexhibits@mail.nlm.nih.gov

Script #2--a gentle reminder email for host institutions without survey responses [to be sent 15 to 16 days after each closing date]:

Dear [Traveling Exhibition Host Contact Name](#),

Thank you for hosting [Exhibition Title to-be-placed](#), a traveling exhibition from the Exhibition Program at the National Library of Medicine (NLM). Your feedback on your experiences of hosting the exhibition is valuable to our continuing and improving traveling exhibition service in the future. Please take a moment to complete the online survey at [surveymonkey url to-be-placed](#).

Should you have any questions, please contact us at the email address or phone number listed below. We thank you in advance for your attention to this request.

Name

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