

Suggested template for initial contact for adult private tour requestor:

Hello _____,

My name is [you] and I'm the guide for your tour at [time(s)] on [day], [date]. We're looking forward to your "[name of tour]" tour(s)! This virtual tour will include myself and a Mia staff person acting as technical support.

To help provide the best possible experience, I have a few questions:

How many people will be on the virtual tour?

Is there anything else I should know about the group or tour request?

We will be giving this tour on the Zoom digital platform. We expect participants to have basic familiarity with using Zoom. The Zoom link will be provided a week before the tour. We rely on you to share the link with the group members.

We look forward to sharing the treasures of Mia with your group! Please feel free to contact me with any questions or concerns. After the tour, a feedback form and donation request will be emailed to you to be shared with the participants. We appreciate your support and will use your feedback to keep improving our program.

Thank you for choosing Mia for your virtual tour experience!

Best Regards,

[Phone and email]