

**Workshop Participants**

**Post Workshop Email Letter to RTR Workshop Participants**

*(Customize this post workshop email and change all areas highlighted in yellow.)*

Thank you for your participation in the Community Name River Town Review Workshop on workshop date. We were pleased and impressed with the level of preparation and the amount of engagement exhibited by participants. We hope that our “fresh set of eyes” approach will help you develop a new perspective of your community as well, and recognize its outdoor recreation and tourism potential.

It is our intention to provide you with the complete River Town Review Final Report in *month*.  The report will include summaries of the desk top reviews and visitor assessments, and the input provided during the Community Workshop. Recommendations developed by the River Town Review team, along with a comprehensive list of relevant resources will be included in the Final Report, as well. **To complete this process, we need just a few more minutes of your time to provide input on the following items:**

1. **SWOT Analysis**

The SWOT Analysis list from the workshop is attached for your reference. Please let us know if you have additional ideas to be added to the lists.

1. **Brainstorming**

The Brainstorming Ideas list is attached as well. Please add any other immediate, short-term, or long-term ideas you may have.

1. **A Perfect Day in Community Name.**

Describe a perfect day for a visitor in Community Name. Where would you take them if you were their tour guide? Think especially of things that set your town apart from others.

1. **Additional Contacts?**

Please let us know if there is anyone else you feel should receive information regarding the River Town Review.

1. **Any other thoughts, comments, or questions you might have.**

Please email your responses to name at email, by date.

On behalf of the River Town Review Team, thank you for interest in helping Community Name reach its outdoor recreation potential, and becoming an even more vibrant and successful River Town.

**Signature**

Project Contact Name

Organization

Attachments:

SWOT Analysis Lists

Brainstorming Ideas List