Hi everyone!

So first off - **THANK YOU** to everyone who applied and auditioned for [our show]! We had over XX applicants – an amazing number! - and we enjoyed meeting you and getting to learn about all of your experiences.

We are excited to offer you a position on our crew for the coming semester.  The complete cast and crew list is below, so please be sure to read through it and find your position for the coming semester.  Please know that we attempted to place everyone according to their preferences as best as we could.  Should you have any questions about your position, please don’t hesitate to email us.

[Show name] is a project we’ve been excited to start for a long time, and we are so incredibly excited to work with you this semester. So we can get the ball rolling ASAP, we would like to invite you to our kick-off meeting on **September 7th** (7 PM in Park 281)!  There will be pizza, a small meet-and-greet, and a readthrough of episode one for your hearing pleasure!  As this is our first official meeting, please make a point to be there.  (If you’re unable to make it, please notify us as soon as you can.)

Again, we can’t wait to work with you this semester!!! We will email you soon with more information, but for now - congratulations and welcome to our show!

Best,

Producer Smith

Producer Johnson