**Summer Debrief Sample Invitation**

*Subject: Celebrate Summer 201X and Start Planning for 201X*

Partners,

Thank you for all of your hard work this summer to serve kids in our state/community. Now that summer is over, we want to take some time to celebrate all of our efforts and capture our experiences and lessons learned while they are still fresh in our minds. As an important player in summer meals, your reflection and input will make sure that we learn what works and what doesn’t and apply it to summer 201X.

Please join (partnership/hosting organizations) for a Summer 201X Debrief meeting on (date). At the meeting, we will review and assess the great work done to increase access to meals this summer – then start to think about how we will work together to achieve even more next summer.

**Summer 201X Debrief Meeting**

9:00am – 3:00pm

DATE

LOCATION

(indicate if lunch will be provided or if there will just be a break for lunch)

To RSVP to the meeting or ask questions, please contact (Name/email/phone).

We look forward to seeing you there!