**Brief template for Involvement Opportunity Mailouts**

**Background:** [to the research & opportunity]

**What would the involvement activity require?** [overview of activity and why you would like to involve people]

**When and what time?**

**Do I need any experience?** [any relevant lived experience, demographics, geographical boundaries]

**What support will I receive?** [e.g. payment, training, point of contact]

**How do I express my interest?** [e.g. link to expression of interest form or who to contact, any deadline details and details of when you will feedback/respond to applications]

Tip:

* A flyer that summarises the above points is always a useful addition to send out along with the text.