

LETTER OF TRANSMITTAL

To: [REDACTED]
From: JASH Studios
Date: April 13, 2026

Dear [REDACTED],

Please accept this letter as transmittal of the finished deliverables prepared by JASH Studios for [REDACTED]. These materials are being submitted to fulfill our end of the client proposal form and to formally present the completed work outlined for this client consultation project. Our team appreciated the opportunity to create materials that support [REDACTED] outreach, event promotion, and continued engagement with the Waco arts community.

Included in this submission are the completed deliverables for [REDACTED]: four event flyers, press releases, and letter and email drafts for outreach. The flyers were created to promote the AC Hotel-hosted Art to Table Dinner, the benefit concert at Texas Music Cafe, the Waco Farmers Market on Mother's Day weekend, and the soft-launch of the new gallery opening in June. In addition, the press releases and outreach drafts were designed to provide [REDACTED] with written materials that can be adapted for communication with event audiences, media outlets, and artists. These deliverables were created to provide [REDACTED] with practical, usable materials that can serve both immediate and long-term needs. The visual materials were designed to strengthen event visibility and maintain a consistent brand presence across print and digital formats. Altogether, this set of materials reflects a unified approach to promoting [REDACTED] events while supporting the organization's broader community-centered mission. The usable design materials will be shared with you through Canva so that they can be conveniently accessed, edited, and distributed as needed. Flyer materials will be available in both printable form (8.5 x 11) and Instagram format (4:5), allowing them to be used for both physical promotion and social media outreach.

Thank you for the opportunity to work with [REDACTED] throughout this client consultation project. We are grateful for the opportunity to contribute materials that support your organization's goals and to apply our writing and design skills in a professional, community-based setting. We also sincerely appreciate your participation, time, and collaboration throughout this process. Your input helped guide the direction of our work and allowed us to create deliverables that better align with [REDACTED] vision, audience, and needs. Your involvement was valuable in helping us better understand how these materials could be made both purposeful and practical.

Sincerely,
JASH Studios