Handout 7

**Sample - Email to Presenters – Parking Information and Last Minute Reminders**

Dear Career Day Presenters,

Career Day is this **Friday, April 27th**! Our students and staff are really looking forward to your visit!

I understand that traffic can sometimes be unpredictable, **so in case you are running late and will be more than 10 minutes past the 8:30 arrival time, please call the front office at 281-634-4320 or my cell number (281-435-0877) to let me know your status.**

I am attaching a parking map for your use. We are reserving the front parking lot for our Career Day Presenters. There are 24 spaces there. If the front lot is full, you may also park in the street along the west side of the school prior to 8:30 a.m. (See yellow highlighted area on map). Parking is available on the street in front of the school, starting at 8:30 a.m. You are welcome to come prior to 8:30 if you need a little extra time to bring your things in or want more time to enjoy our hospitality room where **we will be serving breakfast for you.** School starts at 8:10 a.m. so traffic around the school should be minimal by 8:15 a.m.

* **8:30 a.m.**  – Arrive and check in at the front office **(Please be sure to have your driver’s license with you for scanning in order to get your name tag).** A staff member will be available to show you to your room so that you can set things up for your presentation, if you need to. They will also escort you to the hospitality room.
* **9:05** –Be in your assigned room, ready to go. Students will start coming in about 9:05 a.m.
* **9:10-9:30**– Session 1
* **9:35-9:55** – Session 2
* **10:00-10:20** – Session 3

You will not need to change rooms since the students will be coming to you. There will be a teacher in each room to manage the students and help you with anything you may need. You can expect about 20-40 students in each session.

If you have not emailed me your technology and equipment needs (projector, table, etc.), please let me know right away.

I’ve attached a list of questions that students might ask you.

Please respond to this email so I know that you have received it. If possible, I would appreciate a cell phone number where you can be reached Friday morning in the event you are running late and forget to bring the school number with you to give us a call. Some of you have already done this – thank you so much! My phone number is on the parking map.

Please let me know if you have any questions. Otherwise, I will see you this Friday!