Handout 4

**Sample – Initial Email for Returning Presenters**

PK-1st Grade

Dear

Thank you so much for your past participation in our annual career day! I am contacting you to see if you are interested and available to serve as a presenter for our 10th annual career day at Mission West Elementary. The students really look forward to this special day each year! If you are able to commit to this event, please let me know so that I can secure your spot on my presenter list. Our format will be the same as in the past. I have listed the basic information below.

Our career day is Friday, April 27, 2018.  I am in need of speakers for PK – 1st grade students. The general format is as follows:

8:30 – Presenters check-in with driver’s license and organize their things for presenting; then enjoy coffee and snacks in the hospitality room.

9:10-9:30 – Session 1

9:35-9:55 – Session 2

10:00-10:20 – Session 3

The presenters give 20-minute talks on their career to three different groups of students, including time for Q & A.  Students rotate into the different classrooms where the presenters have their things set up.  For elementary students, props or visual aids work well, whether that be in the form of power points, pictures, actual items, etc.  A bit closer to career day, I will have further information about how many students to expect in each session as well as parking information.

If you need access to any audio visual equipment, let me know so that I can make sure I assign you to a room that has the needed equipment.  Most of our classrooms have ceiling-mounted projectors connected to the classroom computer. If you have a presentation on your laptop, it works best if you can put that presentation on a USB drive.

2nd-5th Grade

Dear

Thank you so much for your past participation in our annual career day! I am wondering if you are interested and available to serve as a presenter for our 10th annual career day at Mission West Elementary. The students really look forward to this special day each year! If you are able to commit to this event, please let me know so that I can secure your spot on my presenter list. Our format will be the same as in the past. I’ve listed the basic information below.

Our career day is Friday, April 27, 2018.  I am in need of speakers for 2nd-5th grade students. The general format is as follows:

8:30 – Presenters check-in with driver’s license and organize their things for presenting; then enjoy coffee and snacks in the hospitality room.

9:10-9:40 – Session 1

9:50-10:20 – Session 2

10:30-11:00 – Session 3

Presenters give 30-minute talks on their career to three different groups of students, including time for Q & A.  Students rotate into the different classrooms where the presenters have their things set up.  For elementary students, props or visual aids work well, whether that be in the form of power points, pictures, actual items, etc.  A bit closer to career day, I will have information about how many students to expect in each session, as well as parking information.

If you need access to any audiovisual equipment, let me know so that I can make sure I assign you to a room that has the needed equipment.  Most of our classrooms have ceiling-mounted projectors connected to the classroom computer. If you have a presentation on your laptop, it works best if you can put the presentation on a USB drive.

I look forward to hearing from you soon.