Email template for detailing the day for booth hosts

Good afternoon,

If you are receiving this email, it is because you have expressed interest in hosting a booth for career day happening **(date)**at **(school**).

Here are more details about what the day will look like:

**1.** **Parking**: *Identify parking options. Include any free parking available or, if able to reimburse, indicate that they bring their receipt with them.*

**2.** **Arrival/check-in and set up:**  *Indicate at what time they should arrive. Detail which entrance to use and where they should check-in.* *Indicate if there will be staff there to help off-load and carry in materials. Consider parking options that are closer to the school for booth hosts as they will likely have more materials to carry and set up. Indicate if you will have tables/chairs for them or if they are required to bring their own. Make sure they have already indicated if they require an electrical outlet.*

**3.** **Expo:** *Indicate the timeframe that students will be circulating through the booths and how many students will be circulating at once. It may be helpful to include ideas for talking points. Some ideas are:*

*-Their own career pathway from middle school to where they are now  
-Highlights and challenges from their career  
-What does a typical day look like in their position?  
-Skills needed  
-Any hands-on activities they may have brought  
-How they would use everyday subjects (science, math, etc) in your career  
-Questions from students*

*\*\*Make a note explaining your preference on whether they bring any “swag” with them and how it will be distributed.*

**4. Refreshments and thank you:** *If serving refreshments, indicate at what time that will be happening, whereabouts in the school, and what will be offered.*

**5.** **Clean up**: *Indicate the timeframe that take down and cleanup will be happening and if any staff will be on hand to help.*

*We are looking forward to having you join us, thank you!*