Email template detailing the day for classroom speakers

Good morning,

If you are receiving this email, it is because you have expressed interest in joining us at **(school name)** as a classroom speaker for our career day happening **(date).**

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:** *Indicate at what time they should arrive. Detail which entrance to use and where they should check-in.*

**3.** **Speaking engagements:** *Indicate the time frame of their speaking engagement. Be specific in how much time they should be speaking. Recommend talking points that they should include in their presentation. Some ideas of talking points could be:   
-Their career pathway from middle school to where they are now  
-Highlights and challenges from their career  
-What a typical day looks like in their position  
-Skills needed for the career  
-How they would use everyday subjects (science, math, etc) in their career  
-Questions from students if time*

**4. Class assignment:** *Check if they have any specific requests for which class/grade level they want to be placed in.*

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

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