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**Sample:** Guest speaker Request

Name of Person

Company

Today’s high school students are facing unprecedented challenges as they prepare for careers and college. Schools alone cannot offer the range of experiences our students need to meet those challenges and succeed in the 21st century. For this reason, business and community organizations are playing an increasingly important role in education.

We are requesting business to be classroom speakers to help address some key topics in the curriculum. The following state standards have been identified as topics that students would benefit from real-world experiences:

Topics/standards: (Teachers to insert 2-3 standards that are possible topics:)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Possible months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Day of week: (sample: Fridays, or 1st Tuesday of month, etc.), \_\_\_\_\_\_\_\_\_\_\_

Timeframe: from \_\_\_\_\_\_\_\_(a.m./p.m) to \_\_\_\_\_\_\_\_ (a.m./p.m)

Requesting teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (teacher’s name)

Subject/class name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximately \_\_\_\_\_ number of students in this class (or classes)

Audio-visual: Please check any audio-visual needs you will have for your presentation:

|  |  |
| --- | --- |
| * Computer | * screen set up |
| * LCD | * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Thanks for your consideration.

Sincerely,

(Contact Name and Cell phone to reach in case of an emergency)

**A close up of a sign

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**Sample:** **Speaker Confirmation Email**

Name of Person

Company

Thank you so much for agreeing to share your expertise with our Academy students. We have the following information confirmed, please contact me immediately if there are any questions or changes.

\_\_\_\_\_\_\_\_\_\_\_\_(School name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Street Address)

\_\_\_\_\_\_\_\_\_\_\_\_ Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_(day of week), \_\_\_\_\_\_\_\_\_\_\_ (month/day),

from \_\_\_\_\_\_\_\_(a.m./p.m) to \_\_\_\_\_\_\_\_ (a.m./p.m) (time frame)

You will be speaking to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (teacher’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject/class name), in room \_\_\_\_\_. You can expect approximately \_\_\_\_\_ (number of students) who are in \_\_\_\_\_\_ (grade level).

Audio-visual:

As you requested, we will have a computer, LCD, and screen set up for your presentation.

Parking:

Please park in the visitor parking on the East side of the school.

Please report to the school office to sign in. For security purposes, please bring a valid driver’s license or government-issued identification. We will have an Academy student in the office and they will walk you to the classroom.

In addition to this confirmation, I’ll be sending a calendar invite with the details attached. We look forward to seeing you.

Sincerely,

(Contact Name and Cell phone to reach in case of an emergency)

cc:

Principal

Front desk coordinator