

PLANNING AND COURSE DETAILS EMAIL #1 TO GO TO GUEST SPEAKER

Subject Line: Thank-you for agreeing to act as a guest speaker in my class!

CC: Program Coordinator, Dale Pratley/Image Ambassador; Suzanne Caskie/Communications

Hi (name of guest speaker),

Thank-you so much for agreeing to visit my (name of program and course) and act as a guest speaker. Building strong connections between industry, our students and CHCA is one of the top priorities of our school, and significantly enhances our graduates learning and experience while at George Brown College.

I have attached a form which lists relevant details of your visit including a brief review of the material you will be presenting, information on how to get here etc.

Please contact me at (your contact information) if you have any questions!

I look forward to seeing you on (date of visit)!

Your contact information

GIFT CERTIFICATE REQUEST EMAIL #2

Hi (Student Success Assistant)

I have booked (name of guest speaker) of (name of company) and am attaching a request for a \$25.00 gift certificate for the Chef's House. This will be used to thank them for the time and expertise that they have shared with my students.

I would appreciate picking this certificate up from you one-two days prior to their visit.

Please contact me at (your contact information) if you have any questions!

Thank-you for your assistance in this matter.

Your contact information

FINAL GUEST SPEAKER CONFIRMATION EMAIL #3

Hi (name of guest speaker),

My students and I are really looking forward to seeing you (date and time of visit). Your presentation will significantly enhance my student's learning and understanding of our industry and some of the exciting opportunities available to them.

I have attached a brief review of the details of your visit. Please contact me if you have any questions!

Looking forward to seeing you!

Your contact information
