

APPENDIX B – SAMPLE LOGISTICS EMAIL FOR SPEAKER

(TO BE SENT 10-14 DAYS IN ADVANCE OF THE PROGRAM)

Dear Mr./Ms./Professor/Judge [LAST NAME],

We look forward to hosting you here at the University of Memphis School of Law soon. Below, please find information on your talk on [Day], [Date].

I have attached a parking pass for you to use during the event.

Please let me know if you have any questions, whether you have any objections to the proposed title, and the answers to the questions below.

We are very much looking forward to having you speak at the Law School!

Sincerely,

Name

Title (President/Secretary, Name of Organization)

Questions

Panelist Information

[In the event that there is more than one speaker, list the names and affiliations of all of the speakers, including the moderator]

Topic Outline

[In the event that there is more than one speaker, list talking points that may come up during the discussion]

Timing

The preceding class ends at 11:50, so your talk will begin at about 12:00. The next class begins at 1:00, and we try to end lunch programs by about 12:50 to avoid a mass exodus as students get anxious about having time to run to their lockers, use the restroom, and make it to class. Wrapping up your remarks by 12:40 or 12:45 would be ideal to allow time for questions.

Phone numbers

My cell phone number: [insert].

The name and cell phone number of the representative of our organization who will meet you when you arrive: [insert].

Parking Pass

When you arrive, please park (INSERT INSTRUCTIONS ABOUT WHERE TO PARK BASED ON THE AVAILABLE PARKING PASS EITHER IN A VISITOR SPOT OR AT METRO 67).

Location

The Law School is located at 1 North Front Street, Memphis, Tennessee 38103. The room you are going to is Room [X]. As you enter, you will need to check in with the security desk.

(INSERT NAME) will be in the lobby to meet you at (INSERT TIME) and to escort you to the room (As you enter it is to your [right/left].)