



TOOLS

Guest Speaker Participation Form

(Guest Speaker coordinator to fill in own name and contact information)

XYZ High School has a **#th** grade **(subject)** class that would like you to speak about your organization and potential careers. Guest speakers add relevance to classroom learning and are an important part of a multi-year program that enables students to learn about career opportunities and the education required to pursue them.

Presentation details:

- **(Date)**, from **X:XX** a.m. to **X:XX** a.m. **(Other schedule options may be available.)**
- **#th** grade **(subject)** class of **##** students
- Topic of interest:

Please complete the following information and return it to **(Guest Speaker coordinator name)** by **(response date)**. Please contact **(him or her)** if you have any questions. **(He or she)** will confirm your participation and send you more information to help you prepare.

<i>Company/organization:</i>	
<i>Industry/business type:</i>	
<i>Address:</i>	
<i>Main contact name:</i>	<i>Title:</i>
<i>Phone: ()</i>	<i>Email:</i>
<i>Speaker name and contact information (if different from main contact):</i>	
<i>Please specify any audiovisual or other equipment needs:</i>	
<i>Signature:</i>	
<i>Guest Speaker coordinator name, phone and email:</i>	

Your support of work-based learning opportunities is a valuable complement to classroom learning and truly helps shape the lives of our students. Thank you!