# <<SUBJECT>>

IGNITE CTE is tomorrow!

# <<COPY>>

It’s hard to believe, but IGNITE CTE is just one day away! You’ll be hosting <NUMBER OF STUDENTS>. I’ve attached a list of the students you will be hosting, what they hope to get out of the experience, and any food allergies to be aware of. I’ve also attached some tips for a successful job shadow experience.

Busses will be departing from <SCHOOL NAME> at 9:45 a.m. Please designate someone to greet them. If you have questions or concerns, please call <CONTACT NAME> at <BEST NUMBER TO REACH THEM>.

As this is our first time participating in IGNITE CTE, we’ll send a survey tomorrow to gather your feedback and insights to improve future events.

Thank you again for your support and participation!