

# Sample E-mail from Lieutenant to

# Event Manager & Judge Manager

***Remember to cc your Chair, HOSA Management and the State Advisor of the sponsoring event. State Advisor contact information can be found online at*** [***http://hosa.org/associations***](http://hosa.org/associations)

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am the HOSA-Future Health Professionals Lieutenant for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ event at ILC 2021 in Orlando. Your contact information has been provided to us by your state advisor. It will be my pleasure to support your efforts as the Event Manager (EM) and Judge Manager (JM) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (event).

I would like to set up a call with you to talk about your role as an Event Manager and Judge Manager at ILC 2021. We can set up one call between the three of us. Could you please e-mail me and let me know a date and time for us to talk. (Then list your availability.)

In preparation for your call, you will want to review the attached Event Snapshot, as well as the documents posted on the HOSA Managing CE page <http://www.hosa.org/ManagingCE>. There is a required Event Manager & Judge Manager orientation on Wednesday at the ILC (insert time).

It takes a team of dedicated leaders to successfully implement a HOSA Competitive Events Program. Thanks for accepting the important role of Event Manager & Judge Manager for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (event.) I look forward to working with you!