



**Sample Confirmation Email to Parents/Guardians**

To: [Parents email addresses]

CC: [Adult Attendees that are helping you]

Subject Line: [Name and Date of Event]

Dear Parents,

Please read this entire email so you do not miss any information about this event.

Attendance: If you cannot make this TechShopz PLEASE let me know now, for we have many girls on the Wait List. Thank You.

Permission Slips: You must have a Permission Slip on file with us for this school year. See attached document and follow the directions to return before the event.

Special Instructions (if necessary): [Your daughter does not need to bring anything to this TechShopz.]  
Or [You need to bring...ask the instructor for details of what they have to bring to this event]

Time: [1:00 to 4:00 PM]

Place: [in addition to the address, also check in with location provider for any special directions]

If you have any need to contact us the day of the event, your Day-of Contact is: [your name and a phone # you can be reached at the event]

Looking forward to seeing you there.

Thank you.

[Your name]

TechShopz Coordinator