



# Inviting Local Leaders to Your Simulated Public Hearing or Showcase

You can help contact and recruit school and community leaders to serve as panel members for your simulated public hearing. Before you draft an email invitation to panelists, consider what key information they might need to know. What questions should you consider to ensure your email effectively communicates the purpose and importance of the showcase presentation? Consider the following questions:

1. What key information should be included in an email invitation to panelists for the showcase presentation?
2. How can you ensure your email effectively communicates the purpose and importance of the showcase presentation?
3. What tone and language should you use to convey professionalism and enthusiasm in your email?
4. What logistical details should be provided in the email to help panelists plan their attendance?

## Sample Email Template: Invitation to Civic Education Showcase

Subject: Invitation to Civic Education Showcase

Dear [recipient's name],

I am pleased to formally invite you to an upcoming civic education showcase where my classmates and I will present civics projects about issues we are trying to solve in our community. My class used the Project Citizen process to create a portfolio presentation, and now we are inviting panelists to evaluate our projects and provide helpful feedback and advice.

The event will be held [include brief description of the event, date, time, and location].

Your presence at the showcase would be greatly appreciated, and I believe your insights would add value to the discussion.

Please let me know whether you are able to attend as a panelist. I look forward to hearing back from you!

Best regards,

[Your name]

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## Call Script Template: Invitation to Showcase Presentation

Hello [panelist's name],

My name is [your name], and I'm a student at [your school's name]. I'm reaching out to invite you to our upcoming showcase presentation where students will present their Project Citizen portfolios, or civic education projects.

Our class has been working hard to research and propose solutions to community issues, and we would greatly value your perspective as a panelist for our presentation.

The showcase will take place on [date] at [time] at [location]. We believe your expertise and insights would be invaluable in providing feedback and support for our efforts to address important community concerns.

Would you be available to attend the showcase presentation as a panelist? If so, I can provide you with more details and answer any questions you may have.

Thank you! Let me know if you have any questions.

Goodbye!

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Now that you have reviewed the email and call templates, reflect on any additional information that panelists might need after receiving your invitation. What questions or concerns might they have about the showcase presentation?

1. What additional information might panelists need after receiving the invitation email or call?
2. How can you anticipate and address potential questions or concerns panelists may have about the showcase presentation?
3. How will you gauge the success of your communication with panelists and adjust your approach if needed?