March 29, 20XX

«AddressBlock»

«GreetingLine»

Thank you for volunteering to assist with our state contest on Friday, March 23rd. I think you will really enjoy it! Also enclosed is a contest description, judge’s handbook, and conference dress code guidelines (students must be in professional dress as part of the judging process). These items should provide you with the information you need prior to judging. Please bring all three with you to contest. Contest information is below:

1. Preliminaries: 8:30 a.m. to 12:30 p.m., Metro Towers Center Main Floor Complimentary breakfast orientation is at 7:30 a.m. in the Atrium where you will check in and receive judging information
2. Finals: 2:00 p.m. to 6:00 p.m., Metro Towers Center Conference Ballroom
3. Complimentary lunch orientation for Finals judges is at 12:30 in the Atrium

Thank you again for your participation and commitment.

Sincerely,

Jonas Hasselberg  
Business and Marketing Education  
School of Fine Arts