

Name _____ Period _____ Date _____

Sample Confirmation Phone Call Script

Hello Mr. /Mrs. /Ms.: _____

This is (your name) from (name of school and career fair expo).

Thank you for agreeing to attend the (name of career fair expo) from _____ a.m. until _____ p.m. on (date).

Upon your arrival at _____ a.m., someone from our group will greet you and assist with movement of your materials or set up.

There will also be a continental breakfast for your enjoyment.

Do you have directions to our school?

If not, I can e-mail or send you the directions.

If possible, can you e-mail or fax me the positions for which you are hiring?

Can you send documents that our students can review, such as a brochure that describes your company's operations or specific items about your website?

We look forward to meeting you.

If you have any questions or need for further clarification, please do not hesitate to contact (Name), Career Fair Expo Coordinator, at xxx-xxx-xxxx.