**Sample Email: How to Recruit Room Moderators for Breakout Sessions**

**Subject Line:** [CITY NAME] HirePaths Career Hunt Room Moderators

**Email Body:**  
Greetings! I’m reaching out to invite you to serve as a room moderator for our HirePaths Career Hunt event on [DATE] at [LOCATION]. About [NUMBER OF STUDENTS] [GRADE OF STUDENTS] from [SCHOOL or CITY] will be attending.

This Career Hunt will inspire our local middle schoolers to think about their futures. The half-day event will include industry-specific presentations and hands-on activities for the students.

As the room moderator for the breakout session representing jobs in [INDUSTRY GROUP], you will help structure the session and keep the event on time. Each rotation is 45 minutes in length, with a 10-minute break for kids to move between sessions. Your session will repeat three times, with no more than 30 students in each session.

You will invite each panelist to speak about what their company does, who they serve as clients or customers, what other types of jobs are in their company and what kind of training those jobs require.

The panelists will then spend the remaining time leading the kids in activities, either in a rotation of stations within the room to “try out or try on” items or skills used in the profession or in a large-group activity to help kids learn more about your field. Your job is to help the speakers know when to ask the students to rotate or to keep an eye on the time so they finish their planned activities.

The goal of these sessions is not for the adults to speak “at” the students, but to engage them in hands-on activities to excite students about possibilities in the industry. We want students to begin thinking about their future now so they can take advantage of opportunities when they get to high school.

If you are willing to serve as a room moderator, you’ll receive a script to guide your session a few weeks prior to the event.

Please let us know as soon as possible if you’re willing to participate. Thank you for your consideration!

[SIGNATURE]