Hi All,

My name is, (YOUR NAME), and I recently came to your ENT class to talk you about ushering for the Haunted Hotel. To remind you about the Haunted Hotel, it is the largest attraction for the Fall Semester. It brings people from all over the world just to walk through something that the students of the Entertainment Technology major built. You soon will be able to be a part of this experience; so having the chance to usher gives you the inside view on what you are going to be doing this major here, at City Tech.

Here are a few reminders on what to bring on your assigned day:

1. Wear all black
2. Bring a flashlight (NO your cellphone does not count)
3. Have a multitool
4. Training Manual (Pages 19 - 21)

If you have any further questions do not hesitate to contact me letting me know your concerns.

ASSIGN DATES:

(Put the dates)

Thank,

YOUR NAME

Usher Management Crew

P.S. Please respond letting us know you received this email. Hearing from you will allow us to know that you agree on coming those dates.