Template: Speaker Invitation – General Club Event

Subject: A Kellogg Invitation <<Club Name>>

Dear First Name,

On behalf of the Kellogg School of Management, it’s my pleasure to invite you to join the [Club Name] as a [keynote / panelist / industry expert] speaker for our upcoming event titled [Event Name]. This event is currently scheduled for [Event Date] and will be hosted virtually via Zoom.

The [Club Name] has a tradition of collaborating with industry professionals to create a premier forum and to share your vision, brand, and growth story. [Insert custom note on why this speaker specifically meets your event criteria] [Insert more specific discussion topics to be covered] [Share any other compelling values that will make this a win for the speaker and students to engage]

Our club [insert general information about club members / club mission or history]

**In the next few days, please let me know if you are available to join us virtually** as a [keynote / panelist / industry expert] speaker for this impactful event. We are expecting [# Students] to join us for this [event / lunch and learn/ panel/ special event].

I look forward to hearing from you, and hope to welcome you virtually to Kellogg this [fall/winter/spring].

Warm regards –

Name

Student (Host) Information  
Cell