**The Contract should always be attached to an introductory correspondence whether it be by email or post. Following is a sample of what you might write in such correspondence:**

Good [insert morning or afternoon] [insert Mr., Mrs. or Ms. and surname as applicable],

My name is [insert your name] and I am the [insert your Executive position with the club] with [insert the name of club].

We are currently in the process of planning our next event, and wanted to inquire as to your interest and availability to judge:

Event Type:

Dates:

Location:

We would appreciate an indication from you as to whether you would be open to this assignment based on the following:

\*\*\*insert restrictions such as fee, mileage/meal limitations, judging area restrictions prior to event … if you are negotiable, you can omit this section and end the previous sentence at ‘assignment’\*\*\*

\*\*\*this correspondence should be clear as to whether it is an offer or an inquiry as to availability:

We have attached a copy of the Contract for your signature should you find this acceptable.

OR

Once we have received your response, we will confirm this judging assignment within [insert number] days and a Contract will be provided to you for signature.

Thank you for your time and consideration. We look forward to hearing from you.

Kindest regards,

[insert your name]

[insert your position in the club, and the club name]