

CADDO DISTRICT PTA

Tori W. Parrott, President
P.O. Box 18223
Shreveport, Louisiana 71138
318.564.5956



July 25, 2018

Dear Friend,

The Caddo District PTA Leadership Training for local PTA officers and volunteers is scheduled for Saturday, August 11, 2018. The meeting will be held at the **Shreve Island Elementary, 836 Sewanee Place**, Shreveport. For the past several years, we have had over 100 participants from the schools of Caddo and surrounding parishes.

We would like to extend an invitation to you and your company to join our other vendors that day to display your products and offer informational materials on your programs. If you are unable to attend personally, you may opt to provide information that will be placed in our leadership training bags and distributed to each attendee. Caddo District's PTAs often provide funds to supplement the programs in their schools and the unit presidents are eager to get fund raising and program ideas.

We look forward to partnering with your company. If you are interested, please contact us as soon as possible. An information sheet is attached concerning specifics regarding the number of tables you require, the time of the meeting and the cost of reserving a space.

Thank you for helping us to continue our tradition of putting CHILDREN FIRST.

Sincerely,

Tori W. Parrott


Tori W. Parrott
Caddo District PTA President
President@caddodistrictpta.org

***Note new location**

Vendor Reservation Form
Caddo District PTA Leadership Training
Saturday, August 11, 2018
Shreve Island Elementary *New Location
836 Sewanee Place, Shreveport

The Details:

- You may reserve as many tables (6'X28") as you would like. **Each table costs \$50 for the day.**
- 2 chairs are provided with each table.
- No skirts or tablecloths are provided, but you may bring your own if you wish.
- All types of table top display boards are welcome, but the Caddo Parish School Board does not allow anything to be attached to the walls.
- Since the "per table" charge does not include any additional floor space for display, consider reserving two tables if you need space for a large display that will not fit on top of a table.
- **You may place a flyer or product in our leadership training bags for \$20.**
- The building will be open for vendor set up at 8:00 AM the morning of the event.
- Vendors are invited to visit with participants during registration and between sessions. The dismissal of the leadership training will be at 12:30 PM. Caddo PTA cannot furnish a list of participants, but you may offer a door prize and ask visitors to fill in a form with contact information.
- A complimentary snack will be provided for persons with reserved table(s)
- Let us know if you will need an electrical outlet for your display.
- If you have questions, please call: Tori W. Parrott at 318-564-5956

 Cut here & return lower portion with payment

Vendor's Name(s) _____

Company Name _____

Address _____

Phone _____ E-Mail _____

Circle Your Request:

Do you require an electrical outlet for your display? **Yes** **No**

Number of tables requested @ \$50 each: **1** **2** **3**

Provide Bag Flyer \$20

Make checks payable to Caddo District PTA

Mail registration form and payment to: Caddo District PTA

Ship flyers or products to: P.O. Box 18223

Deadline to Receive: 8/9/18 Shreveport, LA 71138