

Dear _____,

I'd like to kindly ask your approval to attend the Educational Theatre Association's (EdTA's) annual Theatre Education Conference in Minneapolis, MN September 26-29, 2024. The conference provides educators with the opportunity to learn from working professionals in the field, experts on educational best practices, and one another. I feel that the insights and learnings presented and discussed there are exactly what our program needs to offer a top-notch educational experience for any students who participate.

EdTA has shown a strong commitment to providing practical sessions and hands-on workshops. Their dedication to the changing educational landscape paired with their knowledge of theatrical excellence is exactly the combination that will make a difference for schools like ours.

Advantages for Our Program

The learnings from this conference will help our school to:

- Revive our spirit after several difficult years maintaining morale and generating new interest in the theatre program.
- Revive our creativity as we look to build a strong student participation base and refine the educational merit of our classes and extracurricular activities.
- Revive our skill set by learning from working professionals in PDI sessions designed specifically for theatre educators.

My Personal Advantages

I sincerely appreciate the opportunity to grow as an educator and theatre practitioner, and I'm very excited about this conference for the following reasons:

- 1.
- 2.
- 3.

Summary of Costs

- Registration Fees:
- Hotel:
- Travel:
- Ground Transportation:
- Food:
- Total:

I kindly appreciate you considering my request, and I hope you have a moment to take a look at the [conference website](#) and the overview of the event presented there. I couldn't be more excited to attend this year, and I'm quite certain that it's a good investment in training for our theatre program.

Thank you for your time,