

Sample Attendee Emails

Confirmation:

Thank you for registering for the [event name]! We look forward to providing you with more resources to think about [describe, e.g. next steps after high school].

Join our [event page on Facebook] and see if you know others who'll be attending. Help us spread the word with [include event hashtag if you have one].

Your registration details are listed below. We'll email you additional information to help you prepare for the event several weeks out, including what to expect, directions, and check-in information. Directions and times can also be found on our [website].

When you arrive at the event, you'll be able to choose the workshops you want to attend (there are more than 15 workshops to choose from). If you'd like to review topics in advance, a full list of the workshop descriptions and times can be found online [here].

Notes on changing or canceling your registration

If you need to cancel your registration, you can do so within your Eventbrite account by selecting your event ticket and clicking on "cancel order"

Questions? Email [your email address] or call us at [your phone number].

We look forward to seeing you at the event!

1-2 Weeks Out:

We look forward to seeing you at [event name, date, location]!

Spread the word and bring your friends. Online registration is still available through [deadline] at [registration link], and walk-ins are welcome day of event.

Directions & Parking

[Include directions and parking info]

Please allow extra time to park and check in. There will be signs and people directing you when you arrive.

Check-In

When you arrive, please pick up your registration packet at [include location and times that check-in will be open, e.g. check-in opens at 8:30 am; the welcome begins at 9:00 am]. [Include info on refreshments if applicable, e.g. There will be coffee and pastries to enjoy before the first session].

Your packet will include [describe, e.g. a schedule of workshops and a campus map to help you find your workshop locations]. Please dress accordingly for the weather, as you'll be walking across campus to different buildings throughout the day.



Workshops

[Describe how attendees will choose workshops, where to find out what they've registered for (if workshops required pre-registration), where to view workshop schedule and descriptions, etc]

Changing or Canceling your Registration

[Describe how to change or cancel]

Questions? [Include email and phone number].

We look forward to seeing you at [event name] next [event day of week, date]!

A Couple Days Out:

We look forward to seeing you at [event name] this [event day of week, date] at [event location]!

Bring your friends, walk-ins are welcome!

As a reminder [Repeat information from above to bring to the top of their inbox]

Post-Event:

Thank you again for joining us at [event name] last week! We hope that we were able to provide you with useful information as you think about [describe, e.g. your next steps after high school].

You can find presenter PowerPoints and other resources from the event online [here].

We value your feedback, if you haven't already, please help us continue to improve the event by filling out the evaluation found [here].

If you would like additional support [describe if you have additional resources related to the event topic that attendees can take advantage of].