Carnegie Mellon University
Alumni Association

Network Event Reminder and Follow-Up Templates
Updated 9.3.13

Basic Event Reminder Template

Subject: Reminder: **EVENT DATE EVENT NAME**

Thank you for registering for **EVENT NAME.**

As a reminder, the event details are as follows:

EVENT NAME
EVENT DATE
EVENT TIME
LOCATION

ADDITIONAL RELEVANT DETAILS

Please visit **LOCATION WEBSITE** for directions and parking information.

Please visit the **EVENT WEBSITE** for more details about the event.

Please contact me or **STAFF PARTNER NAME AND EMAIL** if you have any questions prior to the event.

Thank you again. I look forward to seeing you **TOMORROW/ON MONDAY/ETC.**!

Best,
CHAPTER VOLUNTEER NAME AND INDICIA

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Ticketed Event Reminder Template

Subject: Reminder: **EVENT DATE EVENT NAME**

Thank you for registering for **EVENT NAME.**

As a reminder, the event details are as follows:

EVENT NAME
EVENT DATE
EVENT TIME
LOCATION

Tickets will be available for pick-up **PROVIDE DETAILS HERE.**

ADDITIONAL DETAILS ABOUT MEETING THE GROUP, POST-SHOW EVENTS, ETC.

Please visit **LOCATION WEBSITE** for directions and parking information.

Please visit the **EVENT WEBSITE** for more details about the event.

Please contact me or **STAFF PARTNER NAME AND EMAIL** if you have any questions prior to the event.

Thank you again. I look forward to seeing you **TOMORROW/ON MONDAY/ETC.**!

Best,
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Event Follow-Up Template

Subject: **NETWORKING NAME**: Thank You for Joining Us

Hello all,

Thank you so much for coming out for **EVENT NAME**!   It was a pleasure to have the opportunity to meet many of you in person, and I hope that you all enjoyed the event as much as I did.

IF APPLICABLE: I've posted some photos from the event on the **NETWORK NAME** Facebook Page **(INCLUDE A LINK)**.   Please feel free to check them out or to add your own - and to "like" the group if you haven't already!

Please feel free to let me know if you ever have questions about anything network-related or have ideas about other events that you might like to see in the coming months: we're always looking for new ideas or new volunteers!

Thank you all again for joining us - and for your support of CMU's **NETWORK NAME** community! I hope to see you all at one of our other events – perhaps **LIST SOME UPCOMING EVENTS WITH REGISTRATION LINKS**!

Sincerely,
CHAPTER LEADER NAME AND INDICIA
TITLE