

## POST-REGISTRATION EMAILS

### Email 1 – Thanks for Registering

**Subject Line:** You're In ~Contact.FirstName~!!!

#### Email:

Dear ~Contact.FirstName~,

Thank you for registering for the upcoming [workshop, conference, etc]: **[TITLE OF EVENT]** at the [LOCATION] on **[DAY OF WEEK], [DATE] @ [TIME]**.

**Check-in begins at [TIME].**

**[ADD ANY ADDITIONAL LOGISTICAL INFORMATION YOU NEED]**

You will receive a reminder email a few days before the workshop.

See you then!

[INSERT SIGNATURE]

### Email 2 – Week before reminder

**Subject Line:** We will see you tomorrow ~Contact.FirstName~

#### Email:

Dear ~Contact.FirstName~,

We are looking forward to seeing you tomorrow at **[TITLE OF EVENT]** at the [LOCATION].

**Check-in begins at [TIME]. The event starts at [TIME].**

**[ADD ANY ADDITIONAL LOGISTICAL INFORMATION YOU NEED]**

See you then!

[INSERT SIGNATURE]

**Email 3 – Last reminder tomorrow**

**Subject Line:** Today's the day!!!

**Email:**

Hi ~Contact.FirstName~,

We are looking forward to seeing you at **[TITLE OF EVENT]** at the **[LOCATION]**.

**Check-in begins at [TIME]. The event starts at [TIME].**

**[ADD ANY ADDITIONAL LOGISTICAL INFORMATION YOU NEED]**

See you then!

[INSERT SIGNATURE]