## **Telephone with solid fillEvent Confirmation Call Script**

## This phone call is for two and half weeks prior to the Event, for all clients and guests who gave an RSVP, or who were unsure the last time you checked.

“Hello this is {Client Service Manager}. I’m calling for {client}.”

"I am just calling as a reminder about the XYZ Event that {Advisor} is hosting on

{date}. Will you be able to attend?"

Will you have a guest joining you?

Wonderful!

(If yes to bringing a guest)- We are looking forward to having both of you attend. What is your guest’s name? {Client} as part of our Event process, we would like to send them an Introduction Kit so they get a sense of us and our approach. Can you please provide the mailing address and we will get that out right away?

{Client} do you need driving directions?”

"Thank you so much!"

(if Client will not be attending) "I’m sorry to hear that. Hopefully we will see you the next time around!”

## **Answering Machine Message:**

## For Client who has already RSVP confirmed:

"Hello this is {Client Service Manager} for {Client}. I’m calling as a reminder about the XYZ Event that {Advisor} is hosting on {date} at {location}. Please call me If you have any questions or need driving directions at {your phone number}. I hope to see you there!"

For Client who has not RSVP confirmed:

"Hello this is {Client Service Manager} for {Client}. I’m calling as a reminder about the XYZ Event that {Advisor} is hosting on {date} at {location}. Please call me at {your phone number} to confirm if you will be attending the event, also if you will be bringing a guest. I hope to see you there!"