

The 99

Example Attendance Confirmation

Thank you for confirming your attendance this <insert date> to <insert venue-event name>. Here's all the info you need to know about your visit. Any questions, don't hesitate to message us on Facebook – we're here to help you.

Fill in a pre-event survey

Before you attend this event, we'd like you to answer a few questions. Please click on the link below to do this. It will take less than 5 minutes. It's important we hear what you think before you attend: <insert survey link>

How do I get there?

See <insert venue/event website> for address, map and details on how to get to the venue/event.

What time and where do I meet?

Please meet your hosts for the event – <insert names of hosts> – at the front of the venue at <insert time>. They will be wearing name badges to welcome you. Remember you can bring your <insert either partner/friend/kids> to this event too.

What do I need to bring?

Just yourselves. <Insert event specific info as appropriate, for example: This is outdoors, so dress appropriately for the weather and wear comfy shoes. There is an onsite café for refreshments or you might like to bring snacks and drinks with you>

What will I be doing?

You'll have <insert no. of hours> to <insert description of experience>. From <insert time> you'll then meet back up with <insert names of hosts> to fill in a post event survey and for an informal group chat about your experiences. You can come alone to this group chat or bring the people that have visited with you. You'll be done by <insert time>.

When will I receive my vouchers?

Before you leave, you'll be given a choice of vouchers to choose from and to take home on the day as a thank you for taking part and sharing your feedback.

What if I can no longer make it?

It takes a lot of time to organise these sessions and the venues have kindly provided tickets for free - usually they cost <insert cost>. Please make every effort to attend. Please Facebook message us as early as possible if you can't attend for whatever reason. Places are limited and we'd like to give others the chance to attend if you cannot make it.

Thank you and we look forward to seeing you on <insert date>.