

# Carnegie Mellon University

## Alumni Association

### Event Reminder and Event Follow-up Email Samples

#### Event Reminder Email

An event reminder email should be sent to all pre-registrants the week of the event with all final details. Your CMUAA staff partner will provide a list of those that have pre-registered for the event throughout the registration period. This list differs from the online attendance list for the event because some registrants choose to opt out of appearing on the published attendance list on the event page. The list provided from your CMUAA staff partner will include contact information for those that have registered and their guests for the specific event.

**Cc:** Staff Partner  
**Bcc:** All attendees  
**Subject:** Reminder: **Event Name Event Date**

Thank you for registering for **Event Name**. As a reminder, the event is **Event Date** and the details can be found below:

**Event Name**  
**Event Date**  
**Event Time**  
**Event Location**

**Additional details not listed in the event invitation, including directions/ construction/ parking information.** Please contact me or **CMUAA Staff Partner Name and Email** if you have any questions prior to the event.

Thank you again and I look forward to seeing you **tomorrow/ this weekend/ etc.!**

Best,  
**Your Name and Indicia**

#### Event Follow-up Email

A post-event follow-up email should be sent the next business day after the event. Your CMUAA staff partner can provide a list of attendees that were checked-in at the event from the Check In Easy app.

**Cc:** Staff Partner  
**Bcc:** All attendees  
**Subject:** **Event Name:** Thank You for Joining Us

Thank you so much for joining us for **Event Name!** It was a pleasure to meet so many of you in person, and I hope you enjoyed the event as much as I did. **IF APPLICABLE:** I have posted some photos from the event to the **Network Facebook Page (insert link)** – feel free to check them out and add any of your own!

If you enjoyed this event, please consider **\*making a gift** to the network so that we can continue to host more events like this for our alumni, parents and friends in the region. Feel free to contact me if you have questions about the event or the network, are interested in volunteering or have any other event ideas you would like to see on the calendar.

Thank you again for joining us and for your support of the **Name of Network**. I hope to see you again at one of our upcoming events.

Best,  
**Your Name and Indicia**

\*You can obtain the giving link for your network by visiting the individual page on the general [Networks](#) page.