



Belinda Ellsworth
— and STEP INTO SUCCESS

Sample Email #2
Your Invitations Are in the Mail
(To personalize, copy and paste the words below into an email.)

Dear (Host),

All of your invitations have been mailed. Please do not expect every guest to call you. People rarely RSVP, so call/email/message them to make sure they received their invite. I've enclosed a few invitations for anyone that you may have forgotten.

Now this is a good time to start collecting outside orders and any advanced bookings. This will ensure you a most successful showing.

I will be arriving approximately _____ minutes before the show to set up and go over any questions you might have.

Again, keep refreshments simple. Finger foods are great! Making snacks available before the show is fine; however, please refrain from taking people away from the shopping area until after they have made selections.

A day or two before your show, do a few quick reminder calls. People have good intentions of coming, but get busy and completely forget.

I'll give you a call a couple of days before your show for directions. In the meantime, call me if you have any questions or need my help.

Wishing you a successful show,

Name
Company
Phone
Email
Website