**Confirmation Call Scripts**

**Initial Call (voicemail):**

Hi this is [NAME FROM ADVISOR OFFICE] the local [BRAND NAME] representative. This call is to confirm that we received your registration for an upcoming workshop!

Thank you for registering for the workshop on [DATE/TIME] @ [VENUE NAME]. We’re looking forward to meeting you there!

We’re going to be having some light refreshments at the workshop and wanted to ensure that we had something that you’d enjoy. Please call [ADVISOR PHONE NUMBER] to confirm your attendance and let us know if you have any dietary restrictions.

Thanks!

**Initial Call (if they answer):**

Hi [CLIENT NAME] this is [NAME FROM ADVISOR OFFICE] the local [BRAND NAME] representative. This call is to confirm that we received your registration for an upcoming workshop!

We’re going to be having some light refreshments at the workshop and wanted to ensure that we had something that you’d enjoy. Do you have any dietary restrictions?

(…brief discussion…)

Great! We’re looking forward to seeing you on [DATE/TIME] @ [VENUE NAME]. Please reach out to us at [ADVISOR PHONE] with any questions.

**Day Before Call (voicemail)**

Hi this is [NAME FROM ADVISOR OFFICE] the local [BRAND NAME] representative. I am calling today to remind you about the workshop that you registered to attend tomorrow at [DATE/TIME] @ [VENUE NAME].

We look forward to seeing you at this live workshop. Please let us know if you have any questions by calling [ADVISOR PHONE] and asking for [NAME].

We’ll see you soon!

**Day Before Call (if they answer)**

Hi [CLIENT NAME] this is [NAME FROM ADVISOR OFFICE] the local [BRAND NAME] representative. I am calling today to remind you about the workshop that you registered to attend tomorrow at [DATE/TIME] @ [VENUE NAME].

Do you need directions to [VENUE NAME]? (If yes give directions, if no move on)

Great! We’re looking forward to meeting you there tomorrow. Please let us know if you have any questions by calling [ADVISOR PHONE] and asking for [NAME].

We’ll see you soon!