Confirmation Email Template for Workshop

Subject Lines:

- [Workshop Name] Important details for your workshop inside
- [Workshop Name] 3 steps to get the most out of this workshop
- [Workshop Name] You're in! Here is what to do next…

Body:

Hi [NAME],

Congratulations on securing your spot for the "[WORKSHOP NAME]" live workshop happening on [DATE], [YEAR], [START TIME] - [END TIME] [TIME ZONE].

I'm so excited that you've decided to [BENEFIT STATEMENT RELATED TO WORKSHOP - e.g., "master the art of virtual facilitation" or "create your powerful lead magnet"].

Here are all of the important details for your virtual event:

- The workshop will start promptly at [START TIME] [TIME ZONE] on [DATE] and will conclude at [END TIME] [TIME ZONE].
- We will stop for [BREAK DETAILS - e.g., "a lunch break from 12:00-1:00pm" or "two 15-minute breaks"] throughout the session.
- This hands-on interactive workshop will include teaching and coaching from me, individual and group worktime, as well as plenty of time for Q&As.
- You'll receive lifetime access to the recordings from this training.
- This workshop will be delivered through [PLATFORM - e.g., Zoom]

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[PLATFORM] Link: [MEETING LINK]

[INCLUDE ANY ADDITIONAL ACCESS OPTIONS – meeting number, phone numbers, dial-in info, etc.]

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Here are [NUMBER] things you should do before the workshop:

1. **[PRE-WORK ITEM #1]** - [Brief explanation if needed]
2. **[PRE-WORK ITEM #2]** - [Brief explanation if needed]
3. **[PRE-WORK ITEM #3]** - [Brief explanation if needed]

BONUS REQUEST: I'd love to know what you're hoping to get out of this workshop! Please reply to this email with your #1 goal or question you want answered during our time together.

I can't wait to get started!

[Your Sign Off]

P.S. If you have any questions in the meantime, please reach out to [SUPPORT EMAIL/CONTACT].

Sample Email:

Subject Line: [FB Marketing Plan] You're in! Important details for your workshop

Body:

Hi [NAME],

Congratulations on securing your spot for the **"Facebook Marketing Plan"** live workshop happening on DATE, YEAR, 9 am - 4 pm pacific.

I'm so excited that you decided to finish THIS YEAR the right way – by creating a solid 30-day plan to promote your next offer.

Here are all of the important details for your virtual event:

- The workshop will start promptly at 9:00am pacific on DATE and will conclude at 4:00pm pacific.
- We will stop for lunch 12:00 - 1:00pm pacific and will take a few short breaks throughout the day.

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- This hands-on interactive workshop will include teaching and coaching from me, individual and group worktime, as well as plenty of time for Q&As.
- You'll receive life-time access to the recordings from this training.
- This workshop will be delivered through Zoom

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Zoom Link: [LINK]

Meeting ID: ###

Passcode: ###

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Here are three things you should do right now:

1) **Fill out the Workshop Preparation Form** (you don't need to submit it - just have it filled out and next to you before the workshop begins):

2) **Create a free account on Canva** - if you don't have one yet.

3) **Create a free account on ChatGPT** - if you don't have one yet.

I can't wait to get started!

Alina

P.S. If you have any questions in the meantime, please reach out to ATeam@BusinessSuccessEdge.com

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