

## Follow Up Emails For Guests

### Thank You Email for Guests You Had Time to Connect With:

- [ Make it personal
- [ Send individually

“Hello [Susie],

Thank you for coming last night. It was great having time to connect with you.

I love how courageous you were and your natural ability to speak in front of the group. Your table topics speech was amazing – filled with so much wisdom!

Please do not hesitate to reach out if you have any questions. Hope to see you at another meeting soon!”

“Hello [Bob],

I was fantastic to see you again last night.

Thank you so much for your feedback! We are always excited to hear about what we do well and where we can improve.

It truly meant so much when you said that you had expected to learn about public speaking, and after coming, found our club to be so much more.

As always, if you have any questions, don't hesitate to ask. And don't be a stranger!”

### Thank You Email for Guests You Did Not Have Time to Connect With:

“Hello [Sarah],

Thank you so much for visiting our club last night. I wanted to apologize as we didn't get any time to truly connect. I hope you will come back soon, so we can remedy that!

I hope you found our club welcoming and a great place to learn .

Please let me know if you have any questions and I look forward to seeing you again soon.”

### Weekly Follow Up Email Invite for Guests:

[ Use your toastmaster's theme/notes to send out the details of the evening

"Hello,

It was so great to meet you at our club [last week]. I wanted to extend a formal invitation for you to join us again this week.

There is no obligation or pressure to sign up should you decide to come – just a lot of fun! And, of course, you are more than welcome to come another week as well.

Our theme for this week's meeting is [**Breakthrough to Excellence**]. Our Toastmaster, [Tony Toastmaster], will be leading us through an evening focused on [ways to breakthrough our barriers to reach our true potential of excellence].

As a reminder, our meetings take place at [**This Time in This Room on This Floor of This Location**]. We suggest you try to come at least 5 minutes early to get settled in before the meeting starts.

We hope to see you again! Please do not hesitate to reach out should you have any questions – my cell is [555-555-5555].

Have a great week,

[Katrina Rodriguez]

PS. Feel free to check out our site for materials and information about our club: [sportyspeakers.toastmasterclubs.org]"