



Alumni Event Reminder and Follow-Up Templates

Basic Event Reminder Template

Subject: Reminder: **EVENT DATE EVENT NAME**

Hello fellow Fuqua Alumni,

Thank you for registering for **EVENT NAME!**

As a reminder, the event details are as follow:

EVENT VENUE

EVENT DATE

EVENT TIME

VENUE ADDRESS

ADDITIONAL RELEVANT DETAILS

Please visit **VENUE'S WEBSITE** for directions and parking information.

Please contact me or **PARTNER NAME AND EMAIL** if you have any questions prior to the event.

Thank you again. I look forward to seeing you **TOMORROW/ON MONDAY/ETC.!**

Sincerely,

(Name) (Class and Year)

Why are you receiving this email?

You have received this email because your contact information on file with Fuqua reflects that you live or work in this geographic region. If this information is incorrect, please update it in the [Duke Alumni Directory](#) with your [Duke OneLink](#) account. To email your updates instead, please write to alumni-relations@fuqua.duke.edu.

If you prefer not to receive emails about Fuqua events and opportunities in your area, use the following link to remove your address from all regional distribution lists: [opt-out](#). To view Duke University's Privacy Policy [click here](#).

Duke University, The Fuqua School of Business - 100 Fuqua Drive, Box 90120, Durham, NC 27708- 0120 USA

Questions? Contact Ana Branning, Assistant Director of Alumni Relations, at ana.branning@duke.edu or (919) 660 – 2915.

Updated 11/3/22



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Event Follow-Up Template

Subject: **EVENT NAME:** Thank you for Joining Us

Hello Fuqua Alumni,

Thank you so much for coming out for **EVENT NAME!** It was a pleasure to have the opportunity to meet many of you in person, and I hope you all enjoyed the opportunity to connect with one another.

IF APPLICABLE: I've posted a photo from the event on **INSTAGRAM OR TWITTER (INCLUDE A LINK)**. Please feel free to check it out, and be sure you are following @FuquaAlumni.

Please feel free to let me know if you have any questions or have ideas about other event that you might like to see in the coming months. We're always look for new ideas or new volunteers.

Thank you all again for joining us – and for your support of the Fuqua alumni community. I hope to see you at our next event – **IF APPLICABLE LIST SOME UPCOMING EVENTS WITH REGISTRATION LINKS!**

Sincerely,
(Name) (Class and Year)

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