

Email to New Members who register for a meeting for the first time.

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Hi member first name,

Welcome to our CCRA insert chapter name! I am looking forward to meeting you at my upcoming meeting on date at time at location of meeting.

As you are a new member and have not attended our previous meetings, I wanted to make your first experience your best!

The one thing I ask of all members is **if you are unable to attend**, please go into your Eventbrite confirmation email and **cancel your ticket three days before the event** so our supplier does not have to pay for food and beverage for a cancelled attendee.

If after you reconfirm your attendance and an emergency happens, please email, call, or text me and let me know that you will not be able to attend. Members will receive one freebie on the canceled RSVP to reduce the number of no-shows.

After that, no shows will be charged for the cost of their meal at \$20.00.

The dress code for our meetings is business casual. No jeans, shorts, ripped clothing, t-shirts with inappropriate messages, flip flops or house slippers. Be sure to bring extra business cards for your travel agency. Spouses, friends, relatives, and significant others who are not members of CCRA should not attend the meeting with you. Because this is a business meeting, we're unable to accommodate children.

I hope this provides you with some insight on our chapter.

If you have any questions or want to schedule a consultation about how to navigate the CCRA website site to fully maximize your membership, please do not hesitate to contact me.

## Email to a non-member that RSVPs to your meeting

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Hello guest name,

Thank you for RSVPing to attend my upcoming CCRA Chapter name Chapter Meeting on meeting date at meeting time at Meeting location.

As our guest, I would like to welcome you on behalf of our entire Chapter. We certainly hope you come ready to learn and network with other travel advisors and our supplier. We welcome you to enjoy a meeting to try us out to see if CCRA is a good fit to help grow your agency. If after the first meeting, you want to join, I can discuss our membership options with you and how to join. If you join at my meeting or within a week of attending my meeting, I will provide you with a code to receive \$25 off a TRUE Agency membership.

The one thing I ask all attendees is **if you are unable to attend**, please go into your Eventbrite confirmation email and **cancel your ticket three days before the event** so our supplier does not have to pay for food and beverage for a cancelled attendee. If after you reconfirm your attendance and an emergency happens, please email, call, or text me and let me know that you will not be able to attend. My cancellation procedure helps to reduce the number of no-shows.

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I hope this provides you with some insight on our chapter.

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Looking forward to seeing you at the meeting!