Confirmation Call Sample Script

You may use this sample script when doing confirmation calls 1-3 days before your workshop. Confirmation Calls have a significant impact on your attendance. Confirmation Calls are the Chapter President's responsibility.

WHEN ANSWERED:

Hello this is "*YOUR NAME*" with the "*CHAPTER NAME*" AFEA Chapter. We're calling to confirm your registration for "*CLASS NAME & DATE (Social Security Benefits ETC...) *" workshop and would like to make sure or see if you had any questions or assistance in finding the venue

WHEN LEAVING A VOICEMAIL:

Hello this is "*YOUR NAME*" with AFEA at the "*CHAPTER NAME*" chapter. We're calling to confirm your registration for "*CLASS NAME & DATE (Social Security Benefits ETC...) *" workshop and would like to make sure or see if you had any questions or assistance in finding the venue. our number is "555-555-5555" Thank you and have a wonderful day!