

## 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!