

HATCH HANDOUTS



***THE BEST THING WE HAVE EVER
DONE BEFORE AN EVENT***



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Hands down, whenever you are planning a client event, you need to have an RSVP form. This form allows a planner to make sure the event experience is created perfectly for the amount of people that will be attending. It tells you: how much food you should order, helps analyze event flow to make sure people don't run into long lines, returning event attendees, etc.

STANDARD QUESTIONS ON EVERY RSVP:

First Name

Last Name

Email

Phone Number

Which Agent/Team Member do you know best on our team?

Are you a current or past client of our team?

Have you participated in one of our client events in the past?

PLANNING A PIE DAY?

Consider adding a "Pick-Up Time" to your RSVP.

Example:

Please Indicate Your Preferred Pie Pick-Up Time:

-Tuesday, Nov. 20th: 11 AM- 2 PM

-Tuesday, Nov. 20th: 2-4 PM

-Tuesday, Nov. 20th: 4-7 PM

-Wednesday, Nov. 21st: 9-12 AM

PLANNING A PARKING LOT PARTY?

Consider adding a group headcount to your RSVP.

Example:

How many people will be coming with you to our event? (include yourself in the number)

-1

-2

-3

-4

-5+

Preparedness is key in creating experiences that are remarkable for your clients, friends and families. Take the time to get the correct information from the start, so you don't have to play the guessing game on the day of the event.

"Whatever you do, do it well. Do it so well that when people see you do it they will want to come back and see you do it again and they will want to bring others and show them how well you do what you do." -Walt Disney



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If you need further help with events, we recommend looking into our Elevating Your Event Templates! We have helpful templates that include everything from detailed logistics to copy & paste graphics that you and your team can utilize!

ELEVATING YOUR EVENT TEMPLATES



As a gift from us to you, use this coupon code for 10% of this product in our Marketplace.

PROMO CODE:
EVENTS10