

Dear

Thank you for scheduling your Stampin' Up! workshop on _____.
Here are a couple of tips to make your workshop successful:

1. Fill out your Guest List and get it back to me. A personal invitation is always best. Call everyone to find out if they can attend on the date we have scheduled. By checking with your guests, you will mail reminder invitations to only those who can attend.
2. If some on your Guest List cannot attend, find out if they would like to look at the catalog, place an order, or schedule a workshop of their own on a date convenient to them. Outside orders add to your workshop total and you receive booking credit for any workshops scheduled from your Guest List.
3. Fill out your wish list. What are your favorite items?
4. Think of what you would like demonstrated at your workshop.

I'll be calling you _____. We'll talk about how you can get your favorite items for free and what I can demonstrate for you and your friends at your workshop. I'm looking forward to your workshop!

Sincerely,

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