**Guest Phone Response**

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**Script introduction for follow-up invitation – SEVEN DAYS PRIOR TO EVENT**

Hello [first name of prospective member], this is [Lion first name | last name]. I want to personally invite you to the [insert name of club]’s [name of event/dinner]. I hope you received the letter we sent to you. We need to provide our caterer with the number of guests we are expecting. Will you and a guest be joining us on [day | month | year]?

**Points of responses**

**If yes:**

* Wonderful! I look forward to seeing you on [day | month | year].   
  Talk with you later. Goodbye!
* Great, I will make sure that you remain on our mailing list so you can receive an invitation to join us at another upcoming service project.
* [First name of prospective member], I will see you on [day | month | year]. If you have any questions, please feel free to call me.   
  My phone number is [phone number].

**If no:**

* I understand [first name of prospective member]. However, I want you to know that you have an open invitation to join us at a future meeting or service project.
* I’m so sorry that you won’t be able to join us. Would you be interested in receiving information about future Lions clubs events? (If they tell you that they don’t wish to receive information, here is an appropriate response:)
  + I understand. I’ll ask the club to remove your name from our mailing list.

**Script introduction for follow-up invitation – THREE DAYS PRIOR TO EVENT**

Hi, [name of prospective member]. This is [Lion first name | last name]. Everyone is excited that you and your guest will be joining us on [day | month | year] at the [insert name of club]. I plan to arrive about 15 minutes early and will wait for you at the door. I’m not sure if I told you before, but dress for the evening is casual.

Wait and listen…

**Points of responses**

**Confirmation attendance:**

* I’m so glad that you’ll be able to attend, [name of prospective member]. Before we go, I just want to confirm that your guest will be joining us.

If prospective member states his or her guest is unable to attend the event, respond as follows:

* + I look forward to seeing you, [name of prospective member]. It’s too bad that [‘guest name’ if you have it] won’t be able to attend, but hopefully we’ll have the pleasure of seeing (him/her) at a future event or service project.

**Unable to attend:**

* I’m so sorry you won’t be able to join us. If you don’t mind, I’ll drop some information by and will invite you to our next service project.
* [Name of prospective member], thank you for letting me know. Hopefully, you’ll be able to attend our next event with   
  [insert name of club].

**Action steps**

1. Fill in the name and phone number of each person you   
   recommended above.
2. Under responses, you should indicate the following:
   1. If someone is attending an event
   2. If he or she wants future invites to other events or projects
   3. If they’re not interested

**3**. Send the follow-up information to the event database manager  
 at your club.