**Reminder Email (to be send the day prior to the call)**

**Subject: Tomorrow’s Clubhouse Call**

Hello \_\_\_\_\_\_ [Title + Last Name],

Just a quick reminder that we're scheduled to for our Clubhouse event at \_\_\_\_[time] (time zone) tomorrow.

If you haven’t had time to check out Clubhouse yet, please take a moment to download the app, create your account and familiarize yourself with how it works. If you have any trouble, please let me know as soon as possible so we can work out any kinks. The quickest way to connect with me is \_\_\_\_\_\_\_\_\_\_ [contact info, Facebook URL, phone number, etc.]

Please be ready a few minutes before the start-time so we can make sure you're connected and ready to go.

Remember to:

* Grab your favorite beverage, tissues, and anything else you might need.
* Use headphones with built-in mic so your voice will be clear and vibrant during the call.

I’m looking forward to talking with you tomorrow. I know our audience is going to love what you have to say.

Thanks for sharing your expertise,

Warmly,

[your name]