**Pre-Class Email Check-In Template**

*Stage: Pre-Class Call*



Hi NAME,

I am looking forward to the upcoming CLASS NAME training on DATE. I wanted to quickly connect with you to re-confirm the start time and check-in regarding the audience.

1. Can you please confirm that the course date is DAY OF WEEK, MONTH DATE from X:XXam – X:XXpm?
2. ONSITE: Can you please confirm the training location is LOCATION NAME AND ADDRESS?
3. ONSITE: Can you confirm I will be meeting CONTACT NAME at X:XXam?
4. OPTIONAL: Is there anything helpful I should know about the audience?
5. OPTIONAL: Is there anything helpful I should know about the organization – such as: ‘We recently implemented a new technology’.
6. Do you have any questions for me or RL?

Thank you NAME – we appreciate all your support to ensure the participants have a fantastic experience.

Best,