

**Attendee Post Event Email Template**

Sending a thank you email to attendees is the perfect way to let them know you care and appreciate their time. It shows that you remembered them after the event, it also provides an opportunity to encourage them to join you for the next one.

Plus, the post-event thank you email is the perfect time to request attendee feedback to help guide future planning. Use an online survey tool like SurveyMonkey to build a quick questionnaire, include the link to the survey in your email. The responses will give you a good idea of what worked well and where you can improve.

The following EventReady post-event template provides a great place to start—feel free to customize it to meet your needs.

***Email Header (optional)****Insert event specific logo or email header.*

**Subject Line:**Thank You for Attending [event name]

**Email:**Dear [First Name],

Thank you so much for attending [event name]! We are so glad you could join us [in-person or virtually] to discuss and gather the latest insights about [describe event topic].

[Event materials] can be found/will be posted [location or link] by [timeframe].

We value your opinion. Please take a moment to take a brief survey. Your feedback is extremely important to our ongoing effort to improve and exceed expectations.

***Include if Applicable:*** *Be sure to mark your calendars for [next event] on [date]. To learn more [insert website or email]*

Thank you again for attending [event name]. We hope you enjoyed your experience. We look forward to seeing you again soon!

Thank You,

[name and contact info]