

At a Glance

Your guests' experience starts long before event day.

Guest Communication Support helps guests feel informed, confident, and excited to attend by pairing clear strategy with well-timed, on-brand pre-event messaging. We partner with your team to shape what's communicated, when it's shared, and how it sounds, ensuring every message feels intentional and aligned with your event goals.

STREAMLINE
Guest
 COMMUNICATION

Key Objectives

- Help your team proactively address common questions and expectations before event day.
- Support a clear, consistent flow of guest communications.
- Ensure every message reflects your organization's voice and priorities—so guests feel informed, prepared, and cared for.
- Reduce the time and effort required to draft and sequence pre-event emails—without sacrificing quality or voice.

What's Included



- Discovery & Scope Confirmation:** A brief conversation to confirm goals, audience segments, preferred tone, number of emails needed, and whether visual elements will be incorporated.
- Pre-Event Email Series (4–6 Messages):** Drafted email copy for registered guests, typically including confirmation, reminders, and expectation-setting messages tailored to your event and audience.
- “Know Before You Go” Communication:** A comprehensive message covering timing, parking, accessibility, arrival details, and on-site activations. Visual references—such as maps, schedules, or graphics—may be included based on scope.
- Optional Email Build & Scheduling Support:**
 Your team can send the emails using your existing platform, or you may grant Palmer Event Solutions access for us to build and schedule emails on your behalf.
- Review & Refinement:** You review and approve all copy and visual components before anything is sent. Final deliverables are provided in an easy-to-use format for uploading and scheduling.

SCALEABLE FEE
 STARTING AT **\$1,675**

INTERESTED IN ADDING THIS SERVICE?
 LET YOUR PROJECT LEAD KNOW!