**Empowering Women for Today’s Retirement** Registration Call Scripts

* Hi, my name is *insert name* and I am calling from the registration team. How are you today?
* Great!
* I received notification that you registered for the Empowering Women class we are doing on *insert date* *at* *insert Venue name.*
* We are expecting a full room, so for planning purposes I am reaching out today to confirm your registration. I show you registered for *insert number of seats they registered for*.
* Sounds good! I will mark you down as confirmed for *insert #* of seats.
* Now I’ve got some information to get out to you – driving directions and/or a map to the *Venue*.
* For that, is an email sufficient or would you prefer hard copies mailed out to you?
  + *If they want email, confirm the email address that was provided.*
  + *If they want hard copies, confirm the full address they provided or gather that info if they did not complete that portion of the registration.*
* Perfect! That will be sent out to you prior to the class so keep an eye out for that information.
* One last thing, if you do find that you are unable to attend, please let us know as soon as possible so that we are able to open up those spots to another interested party.
* Thanks so much and we look forward to seeing you on *insert date*!