

Example Automated Responses for Event Types



Here are some examples of automated responses to use based on quote requests for different event types. Use any of the following to fill in your appropriate information and put in your EventUp auto-replies!

Baby Shower

Hi!

Thanks for reaching out to _____ for your upcoming Baby Shower. We are excited about the opportunity to help you and your family celebrate this new bundle of joy.

Here are a few helpful links to get your planning started:

- Menu options: _____
- Linen options: _____
- Recommended vendors: _____

Our event manager _____ will be in touch within _____ to answer any questions and finalize event details.

Thank you,

Engagement Party

Hi!

Thanks for reaching out to _____ to host your Engagement Party. We are excited about the opportunity to help you celebrate the start of this next chapter of your life!

Here are a few helpful links to get your planning started:

- Menu options: _____
- Recommended vendors: _____

Our event manager _____ will reach out to you within _____ to answer any questions and finalize event details.

Thank you,

Holiday Party

Hello!

Thank you for reaching out to _____ to throw your upcoming Holiday Party. We are looking forward to helping spread the holiday cheer and giving your guests a memorable experience!

Below, we have attached our seasonal packages and some helpful links for our rental options:

- Seasonal Menu options: _____
- Rental options: _____

Our event manager _____ will reach out to you within _____ to answer any questions and send over an event proposal for future steps.

Thank you,

Corporate Event

Hello,

Thank you for reaching out to _____ as you plan your upcoming event. We would love to help you coordinate this important event and memorable time for your company!

We have attached the following packages to choose from for our larger events, as well as our audio-visual and rental options.

- [Insert F&B Packages]
- [Audio-Visual & Rental information]

Our event manager _____ will be in touch within _____ to answer any questions and send a proposal to you to finalize details.

Thank you,
