

New Earth Vision Summits Program Outline

FOLLOW-UP EMAILS

Email to send to Discovery Call candidates:

(This is written as it would be from your assistant. Change accordingly if you are sending it in your own voice.)

Subject Line: Congratulations! You have been selected for a free 1:1 session with [your name]

Dear [first name],

Thank you for filling out the Customer Satisfaction Survey for [your event name]! We truly appreciate your feedback.

You've been selected to receive a free 45-minute consultation with [your name]. You can **click here** to choose a time on [his/her] calendar.

[your name] is looking forward to speaking with you!

[your assistant's signature]

Email to send to speakers after the summit has ended:

Subject Line: THANK YOU! And Your Interview Recording

Dear [speaker name],

Thank you for being a part of [event name]. It's been an honor to collaborate with you.

Here are your interview recordings:

Click here for the video recording

Click here for the audio-only recording

You are welcome to share your interview with your audience in whatever ways you wish. When you share it, I ask that you please credit me as the interviewer and link back to my website: [your website link – *NOT the summit site – your main website*].

I wish you all the best, and hope we'll have the opportunity to work together again in the future.

[your signature]

Here is the recommended format for the post summit survey (in a JotForm):

(1) Always include:

Name

Email Address

Location

(2) Ask 2 or 3 questions to gather feedback about the summit, such as:

What did you like best about the summit?

What would you have wanted to be different?

Who was your favorite speaker?

What topics would you like to see more of in future conferences?

(3) Ask questions to get info about what kind of support they want / need going forward, such as:

What is your biggest challenge in your life right now?

What is a breakthrough you've been hoping could happen in your life?

What kind of support or programs would you like to see from [your name OR your business name] in the future?

Is there anything else you'd like to share?