



BNI TMR VISITOR EMAIL TEMPLATE

This template is for Chapter Presidents and/or Visitor Host Teams to email your visitors as they register for your weekly BNI Chapter Meeting. You may copy, paste and modify for your use.

Dear [Visitor Name],

Thank you for registering to visit our BNI [Chapter Name] meeting. We're looking forward to having you in our meeting and learning more about you and your business!

When: 00/00/2020 @ 00:00 AM.

Although we traditionally meet in person at **[Venue and Address]**, this week we'll be holding both an in-person meeting and a virtual online meeting. We want everyone to be able to participate and feel comfortable networking and finding new business opportunities for one another.

OPTION #1: IN-PERSON MEETING

If you will be joining us in-person at our venue, please complete and submit the [Acknowledgement and Acceptance of Risk Form](#) before attending the meeting. This will be required before entering the meeting room. – [Click Here](#)

OPTION #2: ONLINE VIRTUAL MEETING

If you will be joining us virtually online, please use the ZOOM link below:

[PLACE YOUR CHAPTER'S BNI ONLINE URL HERE]

After registering for the online meeting, you will receive a confirmation email containing information about joining the meeting. If you will be joining us online, we recommend using a high-quality microphone and webcam to maximize your ability to participate.

As we do in both our in-person meetings and online, you'll hear about our Members and what they do, and then we'll provide you the opportunity to do a short presentation about your business. Following the meeting, our Visitor Hosts will connect with you for a brief orientation.

We will see you either in-person or virtually at [00:00 AM]. If you are having any trouble getting into the meeting please call or text me ([000.000.0000]) so that I may help.

If you have questions before then, please contact me. We are looking forward to meeting you!

Sincerely,

[Your Name]
President – BNI [Chapter Name]