



## Sample Scripts- For inviting people to the IFI Annual Dinner

### **First Contact**

Hello

I want to invite you to a great event. As you are aware {I/we} have been {serving/giving} {to/with} a wonderful ministry organization called International Friendships (IFI). They reach out to international students at OSU and other campuses. {Add a personal story such as...} "Do you remember meeting my friend \_\_\_\_\_" OR "Do you remember me telling you about the {Dinner/the welcome party/picnic} last year?"

IFI is having a fundraising and involvement Dinner on Saturday, April 27th at Villa Milano, 1630 Schrock Rd, Columbus, 43229. There will be a complimentary meal and a chance to hear how God is using International Friendships to reach the nations with the gospel. I think you will be encouraged as you hear current and former international students tell stories about how God has worked in their lives. There will be an opportunity for you to join the mission by giving, but you are not obligated to do so.

Would you {and husband/wife name} like to come and sit with me {and your spouse's name}? Check-in is from 5:45-6:00 p.m. and is over by 8:45 p.m.

I understand you need to check your calendar and check with {spouse's name}. I will send you an invitation via email it has more information and you can RSVP before April 14<sup>th</sup> using the link in the email. I look forward to hearing from you soon.

**First Follow up conversation:** 7-10 days after the first email or paper invitation was sent.

(Before you call, please check to see if your friend has already sent an RSVP or they are already registered at your table. Use the “Manage My Table” button in your “*Table Host Instructions*” email.)

Hi\_\_\_\_:

How is it going? I am calling as I said I would to see if you have received the invitation I sent via email or regular mail about the IFI Annual Dinner. Did you receive it? Great! Do you have any questions about the event or IFI? Are you and {spouse’s name} thinking you are able to come?

Yes: Wonderful. I know you will enjoy the event and be really encouraged by the testimonies of what God has done in the lives of internationals. Do you have the email I sent you handy? I can tell you how to register. You just hit the green “Attend” button and complete the form that pops up. This should put you at my table automatically. I can walk you through it now if you want. {If they seem unwilling to do it themselves or are technologically challenged you can offer to register them while you are on the phone with them.} (Use the “Manage My Table” button in your “*Table Host Instructions*” email)

Not sure yet: I understand you are not sure yet. When do you think you will have a better idea of your schedule? When you know for certain, just use the email invitation I sent to you to RSVP. If I don’t see that you had a chance to RSVP, I’ll check back with you then.

No: I understand. If you have the email I sent handy you can just click on the red “decline” button that will help us keep track of who has responded. If you have some time after the banquet maybe we can get coffee, and I can show a few of the video testimonies that were shared. They are always so encouraging.

**2nd or 3rd Follow up conversation** *Contact them at the time you arranged in your previous conversation.*

Please note: If they are not willing to tell you their RSVP after you have talked with them 2 or 3 times, they may not be interested and just don't want to say "no" to you. I would just move on and invite or follow up with other guests.

(Before you call, please check to see if your friend has already sent an RSVP or if they are registered at your table. Use the "Manage My Table" button in your "*Table Host Instructions*" email.)

Hi\_\_\_:

How is it going? I am calling as I said I would to see if you have a better idea of your schedule. When we talked last you were not sure if you were able to attend the IFI Annual Dinner on Saturday, April 27th. Are you and {spouse's name} thinking you are able to come?

Yes: Wonderful. I know you will enjoy the event and be really encouraged by the testimonies of what God has done in the lives of internationals. Do you have the email I sent you handy? I can tell you how to register. You just hit the green "Attend" button and complete the form that pops up. This should put you at my table automatically. I can walk you through it now if you want. {If they seem unwilling to do it themselves or are technologically challenged you can offer to register them while you are on the phone with them.} (Use the "Manage My Table" button in your "*Table Host Instructions*" email)

Not sure yet: I understand you are not sure yet. When do you think you will have a better idea of your schedule? When you know for certain, just use the email invitation I sent to you to RSVP. If I don't see that you had a chance to RSVP, I'll check back with you before the deadline on April 16th.

No: I understand. If you have the email I sent handy you can just click on the red "decline" button that will help us keep track of who has responded. If you have some time after the banquet maybe we can get coffee, and I can show a few of the video testimonies that were shared. They are always so encouraging.

**Check-in conversation with those who are registered a week prior to the event:**

Hi\_\_\_\_

How is it going? I want to check and make sure you guys got the postcard from IFI with the map for the Dinner. Do you have any questions? When you get to Villa Milano you will have to check in and get your name tag. Then you can come and meet me at our table. I will be waiting for you at the table. The table number will be on your name tag.

Any other questions? Great! I am looking forward to spending time with you.

See you soon