

Communication Templates:

EVENT INVITATIONS:

FIRST NAME, ← Personalization of emails is key! It makes those who receive it feel more important.

Thank you for stopping by our table at the **NAME OF EVENT** on **DATE**. I wanted to reach out to you and personally invite you to our upcoming **EVENT TITLE** that is happening on **DATE** at **LOCATION OF EVENT**.

This event is **DESCRIPTION OF EVENT**. You can [Register Here](#) to let us know you will be coming!

Please feel free to reach out to me if you have any questions regarding this event or our chapter.

I look forward to talking with you more at the event!

FIRST NAME LAST NAME
INSERT POSITION TITLE HELD (IF APPLICABLE)
(INSERT CHAPTER NAME) of Delta Sigma Pi
CONTACT INFO

Your signature is going to be important in letting the person receiving your email or text know who you are and that you are an open line of communication from the chapter.

LET'S SEE IT IN ACTION: ↓

Alexis,

Thank you for stopping by our table at the Club/Organization Fair on September 12th. I wanted to reach out to you and personally invite you to our upcoming **Meet the Chapter** event that is happening **September 16th** at the **Student Center**.

This event is a chance you to get to know our chapter, our current brothers in the chapter, and what it is like to be in the chapter. You can [Register Here](#) to let us know you will be coming!

Please feel free to reach out to me if you have any questions regarding this event or our chapter.

I look forward to talking with you more at the event!

Blake Johnson

Vice President of Pledge Education

Alpha Alpha Chapter of Delta Sigma Pi

example@example.example | 555-555-5555

FOLLOW UPS:

Recommendation: Follow up as soon as you can! It is never too early to continue the conversation and continue to engage in conversation. We recommend 1-2 days after an event to follow-up.

FIRST NAME, ← Personalization of emails is key! It makes those who receive it feel more important.

It was great to meet you and discuss the **CHAPTER NAME** chapter at our **EVENT NAME** event on **DAY!**

I wanted to follow up with you to see if you would be interested in **REASON FOR FOLLOW UP.**

Would you be able to **OUTCOME YOU WANT?**

Please let me know this works out. I look forward to talking with you soon!

Thank you!

Some reasons you should follow up!

- Meeting someone new and wanting to further communication with them.
- If you have not heard back yet, and would like to try to hear back.
- Inviting someone to attend a future event and looking to further the conversation.

FIRST NAME LAST NAME
INSERT POSITION TITLE HELD (IF APPLICABLE)
(INSERT CHAPTER NAME) of Delta Sigma Pi
CONTACT INFO

LET'S SEE IT IN ACTION: ↓

Alexis,

It was great to meet you and discuss the Alpha Alpha chapter at our Meet the Chapter event on Monday.

I wanted to follow up with you to see if you would be interested in attending our **upcoming professional event, From the Alumni Perspective, on Thursday, January 5th at 6:00pm.** This event will feature a panel of 6 alumni members from our chapter who are coming to share why Delta Sigma Pi impacted them, where they are in their careers, and how being a part of this organization helped them after graduation. We are hosting this in the **Example Auditorium** and would love to see you there!

Would you be able to come to this event? Please let me know this timing works out for you.

I look forward to talking with you soon!

Blake Johnson

Vice President of Pledge Education

Alpha Alpha Chapter of Delta Sigma Pi

example@example.example | 555-555-5555

Quick Tip:

When following up, leave conversation off with an open-ended question that will prompt a response from who you are trying to reach.

FACULTY REFERRALS:

Recommendation: Ask for faculty referrals early in your recruitment process to allow faculty to recognize outstanding students in their classes and have enough time to respond to your request.

TITLE (LAST NAME), ← Personalization of emails is key! It makes those who receive it feel more important.

My name is **FIRST AND LAST NAME** and I am currently a part of the **CHAPTER NAME** chapter of Delta Sigma Pi, a co-ed Professional Business Fraternity here on campus. I wanted to reach out to you to obtain a few names of recommendation for outstanding individuals you have had in class or worked with. *[INSERT PROMPT]*

PROMPT #1 - If you had this faculty member in class: I know from when I had you in **(CLASS NAME)** during **(TERM)**, that you are a great resource to the **(COLLEGE OF BUSINESS NAME)**. I deeply value your recommendation and thank you in advance for your consideration on individuals that can help grow the future of our Delta Sigma Pi chapter.

PROMPT #2 - If you worked with this faculty member before: I know from when I worked with you during **(EVENT OR PROJECT TITLE)** in the **(TERM)**, that you are a great resource to the **(COLLEGE OF BUSINESS NAME)**. I deeply value your recommendation and thank you in advance for your consideration on individuals that can help grow the future of our Delta Sigma Pi chapter.

PROMPT #3 – You have not worked with them or had class with them: You are a great resource to the **(COLLEGE OF BUSINESS NAME)**, and I deeply value your recommendation and thank you in advance for your consideration on individuals that can help grow the future of our Delta Sigma Pi chapter.

Please feel free to share any names of students you would recommend or if I can answer any questions.

Thank you in advance,

FIRST NAME LAST NAME
(MAJOR/MINOR)
Brother of (INSERT CHAPTER NAME) of Delta Sigma Pi
CONTACT INFO

LET'S SEE IT IN ACTION: ↓

Professor Smith,

My name is Blake Johnson and I am currently a part of the Alpha Alpha chapter of Delta Sigma Pi, a co-ed Professional Business Fraternity here on campus. I wanted to reach out to you to obtain a few names of recommendation for outstanding individuals you have had in class or worked with. I know from when I had you in Principles of Finance during the fall term, that you are a great resource to the Example College of Business.

I deeply value your recommendation and thank you in advance for your consideration on individuals that can help grow the future of our Delta Sigma Pi chapter.

Please feel free to share any names of students you would recommend or if I can answer any questions.

Thank you in advance,

Blake Johnson

Finance Major Information Systems Minor

Brother of the Alpha Alpha Chapter of Delta Sigma Pi

example@example.example | 555-555-5555