



Event Planner Email Templates©

1) Introduction email

Hi [First Name],

Do you need a keynote speaker for your event, but you don't want to spend a lot of time and effort searching for "the one"?

Reply if you would like to know my top 3 reasons why I think I'm your guy/girl. And, I'd love to send you the link to my video demo reel and speaker sheet.

I think you'll be surprised and excited by what you see. And, I may even save you a bunch of time from your speaker search!

Warmest regards,

[Insert your name]

Motivational Keynote Speaker

2) Follow up email (if they respond)

Hi [First Name],

Thanks for getting back to me. You can view my keynote speaker links below.

Video demo reel: (insert link)

Speaker sheet/reviews: (insert link)

And here are 3 reasons why I think I'd be a great keynote speaker for your next event:

1) My speech is dynamic and captivating while teaching your audience at the same time. A captivated audience is an engaged audience!

2) I create a memorable and emotional *experience* for your audience, not just another lecture!

3) By telling my signature stories (combining content, message, and inspiring stories), your audience will be moved and motivated to the core.

Let me know what else you might need from me to be considered as your next keynote speaker.

In gratitude,

[Insert your name]

Motivational Keynote Speaker

[Insert your speaker website URL]

3) Follow up email (if they don't respond)

Hi [First Name],

I sent you an email a few days ago, but I'm sure you're very busy. I'm following up because I'd love to be the keynote speaker for your next event.

I could tell you about the stages I've spoken on and what makes me unique, but I'm sure you would rather just see for yourself by clicking on the links below.

Video demo reel: (insert link)

Speaker sheet/reviews: (insert link)

Let me know what else you might need from me to be considered as your next keynote speaker.

In gratitude,

[Insert your name]

Motivational Keynote Speaker

[Insert your speaker website URL]