**To:** College/Unit email (example: [osuaa@osu.edu](mailto:osuaa@osu.edu))

**Cc:** Event owner

**Bcc:** Attendees

Subject Line: **CONFIRMATION:** Event Name XX/XX

Greetings from The Ohio State University (Insert College/Unit for personalization)!

Thank you for registering for the upcoming event: **NAME OF EVENT.** We appreciate your support and are looking forward to seeing you on **DAY, MONTH DATE, YEAR.** Below is some helpful information to know about the event.

**DAY, MONTH DATE, YEAR**

**00:00 a.m./p.m. – 00:00 a.m./p.m.: EVENT TIME  
00:00 a.m./p.m.: OTHER APPLICABLE TIME INFORMATION**

**00:00 a.m./p.m.: OTHER APPLICABLE TIME INFORMATION**

INCLUDE LINKS TO ANY PROGRAM MATERIAL IF APPLICABLE

ROOM

BUILDING/VENUE (LINK TO WEBSITE IF APPLICABLE)

ADDRESS LINE 1

ADDRESS LINE 2

**PARKING**: (ATTACH PASS IF APPLICABLE), LINK TO MAP IF APPLICABLE

ANY OTHER RELEVANT EVENT INFO: directions to space, any other information needed, if tickets are still available,

**MENU:**

**ATTIRE:**

If you have any additional questions please feel free to reply to this email or call XXX-XXX-XXXX for assistance during regular business hours. (IF A WEEKEND EVENT) Day of event, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for assistance at XXX-XXX-XXXX. We look forward to seeing you!

Thanks and Go Bucks!

The Ohio State University  
**Event Owner Signature**