



Action Legend

- AcquireUp
- Office

Confirmation Workflow

Event Registration Email	Goes out immediately after the registration is submitted in LeadJig.
Outbound Call	Connect with registrant to confirm or leave voicemail with notes in LeadJig.
Confirmation Email	Sends email to UNCONFIRMED registrants only - Goes out day before the event at 9:00 am EST.
Confirmation Text	Text message goes out the day before the event at 1:00 pm EST. This only goes to those who are not confirmed.
Reminder Text	Text message that includes driving direction deploys the morning of the event.
Day of Event	Using the LeadJig mobile app, you can easily check-in prospects as they walk in the door.
Thank You   No Show Email	Goes out 4:00 pm EST the day that the attendance status was marked. If it was marked after 4:00 pm it will go out the next day at 4:00 pm.
Outbound Call	<ul style="list-style-type: none"><li>• Call and thank all attendees for coming.</li><li>• Confirming that the dates and times still works for scheduled appointments.</li><li>• Try to set appointment with attendees who did not request one at the event.</li><li>• Call no show's and cancellations - offer a package of information and/or one on one dinner/lunch meeting.</li></ul>