

RSVP Phone Line Scripts

Note: Use these scripts to record a message on your phone system. Then provide a specific phone number for your RSVP line on your invitations and reminders.

Message

You have reached the **[Insert Company Name]** reservation line. We are currently taking reservations for the **[Insert Name of Event]** being held on **[Insert Date]** at **[Insert Location of Event]**. Please leave your name and the name of your guest along with the correct spelling for each, as well as your phone number. For further assistance, please press zero and you will be transferred to the operator.

Cancellation

You have reached the **[Insert Company Name]** reservation line. Due to inclement weather, the **[Insert Name of Event]** has been cancelled. We apologize for any inconvenience.

Postponed

You have reached the **[Insert Company Name]** reservation line. Due to inclement weather, the **[Insert Name of Event]** has been postponed. Please call **[Insert Team Member's Name]** at **[Insert Phone Number]** for rescheduling information. We apologize for any inconvenience.