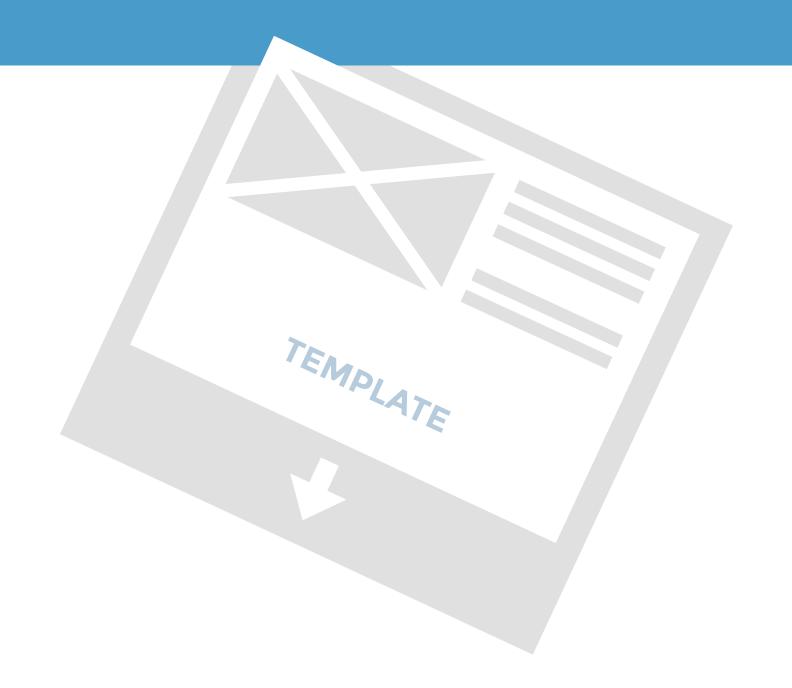# MEETING INVITATION EMAIL TEMPLATES

TEMPLATE

INTRODUCTION

Thank you for downloading another guide from Lucid Meetings!

In this e-book, we'll provide the following 3 meeting invitation email template packages:

Template 1: Basic Invitation
An example invitation for a team status meeting

Template 2: Detailed Invitation
An example invitation for a decision-making meeting

Template 3: Meeting Request
An example invitation for a sales demo meeting

Read more about the anatomy of a perfect meeting invitation email by visiting the original post on our blog.

A publication of

LUCID
meetings

Template 1:
Basic Meeting Invitation

Replace all text in brackets [LIKE THIS] with details appropriate for your meeting. See the blue area below for an example showing the template customized for a team status meeting.

========================= *Copy and Paste below this line* ==============================

Subject

Meeting invite for [DATE]: [MEETING NAME]

Body

Date & Time: [INSERT DATE]

Purpose: [INSERT PURPOSE]

Location / Instructions for attending the meeting online: [INSERT LOCATION]

For more information about this meeting or questions, please reply to this email.

============================== *End Copy and Paste* ===============================

Template 1 Example Use Case:
Team Status Meeting

Subject
Meeting invite for September 22: Team Status Meeting

Body
Date & Time: October 9th 2014, 10:00am Pacific

Purpose: Share status updates and new developments

Instructions for attending the meeting online:

1. Please join the meeting at https://meet.lucidmeetings.com
2. Join the call using Skype

You will need a modern browser and an internet connection to attend the meeting. There is nothing to download or install.

For more information about this meeting or questions, please reply to this email.

Template 2:
The Detailed Meeting Invitation

See the next page for an example showing the template customized for a decision-making meeting.

========================= *Copy and Paste below this line* ==============================

Subject

Meeting invite for [DATE]: [MEETING NAME]

Body

Hello,

[PERSONAL GREETING]

Please come prepared. You will need to: [PREPARATION INSTRUCTIONS]

Date & Time: [INSERT DATE]

Location / Instructions for attending the meeting online: [INSERT LOCATION]

Purpose: [INSERT PURPOSE]

Agenda: [INSERT AGENDA]

Invited: [INSERT LIST OF PEOPLE]

For more information about this meeting or questions, please reply to this email.

============================== *End Copy and Paste* ================================

Template 2 Example Use Case: Decision-Making Meeting

Subject

Meeting invite for September 22: Select location for new headquarters

Body

Hello,

It's an exciting time! Time to decide between Austin and Dublin for the new corporate headquarters, and the input you provide will be critical to making this decision.

Please come prepared. You will need to:
- Prepare a case in favor and opposition of each option.
- Bring facts! The more data you can provide, the stronger your case will be.

Date & Time: October 9th 2014, 10:00am Pacific

Location: Lucid Meetings Offices, 1800 SW 1st, Portland, OR 97219

Purpose: To decide on the team's recommendation to the board for a new headquarter's location

Agenda:
1. Welcome and Instructions
2. Austin
   - Case in Favor
   - Case Opposed
3. Dublin
   - Case in Favor
   - Case Opposed
4. Vote
5. Next Steps

Invited:
- Tricia Cooper
- Tony Curwen
- Amy Farrell
- Elise Keith
- John Keith

For more information about this meeting or questions, please reply to this email.

Template 3:
The Meeting Request

See the blue area below for an example showing the template customized for a decision-making meeting.

========================= *Copy and Paste below this line* ==============================

Subject

Meeting request from [YOUR NAME] at [YOUR COMPANY]

Body

Hello,

[PERSONAL GREETING]

Do any of these times work for you?

Proposed Dates & Times: [INSERT LIST OF DATES]
Purpose: [INSERT LOCATION]

Thank you,

[YOUR NAME]

============================ *End Copy and Paste* ==============================

Template 3 Example Use Case:
Sales Demo Meeting Request

Subject

Meeting request from Tricia Cooper at Lucid Meetings

Body

Hello Abby, I'm looking forward to sharing Lucid Meetings with you as we discussed at the conference last week. I think you'll see many ways to use it with your teams.

Do any of these times work for you?

Proposed Dates & Times:
- September 23, 11am Eastern
- September 25, 9am Eastern
- September 25, 2:30pm Eastern

Purpose: Try out Lucid Meeting and discuss options

Best regards,

Tricia

CONNECT & SHARE

Seem like too much work?

Use [Lucid Meetings](#) to send your professional meeting invitations for free and know you'll get it right, without ever having to think about it.

Meeting invitations can be sent directly from the Lucid dashboard and requests can be scheduled and coordinated automatically to set favorable times with participants.

Connect with us and share this resource!

Keep learning about the meeting awesomeness by visiting our blog at www.lucidmeetings.com/blog.