

Subject Line: Details for [birthday kid's] birthday magic show

Hi [primary contact],

Thank you again for bringing me in to perform an interactive virtual magic show!

I will be mailing out your package of magical items in the next few days. I will send an email once the package is in the mail.

I will send you a link to the zoom meeting. I am going to set the meeting start time for 15 minutes before the show will begin. There will be a sign when your friends and family sign into the meeting letting them know the show will begin shortly so that they know that they are in the right place.

The Zoom invitation will be sent in it's own email with the intention for you to forward it to your guests.

I will be sending out the invitation to the meeting for you to forward to all your guests immediately after this email is sent. In that invitation you will also find a one-page PDF of helpful tips on how to use Zoom to get the best experience.

I will also reach out if I learn any new information regarding creating the best possible experience for your event.

Please note that since this is a virtual event we are also at the mercy of the internet. In the instance that we have a poor connection I will do everything in my power to make it right.

I will also be sending out a confirmation 1 week prior to the show.

Thank you,

James