



# BNI TMR VISITOR EMAIL TEMPLATE

This template is for Chapter Presidents and/or Visitor Host Teams to email your visitors as they register for your weekly BNI Chapter Meeting. You may copy, paste and modify for your use.

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Dear [Visitor Name],

Thank you for registering to visit our BNI [Chapter Name] meeting. We're looking forward to having you in our meeting and learning more about you and your business!

When: 00/00/2021 @ 00:00 AM.

Although we traditionally meet in person at **[Venue and Address]**, this week we'll be holding both an in-person meeting and a virtual online meeting. We want everyone to be able to participate and feel comfortable networking and finding new business opportunities for one another.

## **OPTION #1: IN-PERSON MEETING**

**LEGAL NOTICE FOR ALL IN-PERSON ATTENDEES:** *"While BNI has taken the appropriate steps to mitigate the risk of COVID-19 being transmitted at the BNI Chapter Meeting, BNI cannot prevent you from becoming exposed to, contracting, or spreading COVID-19 as a result of attending a BNI Chapter Meeting. Therefore, if you choose to attend a BNI Chapter Meeting you may be exposing yourself to and/or increasing your risk of contracting and/or spreading COVID-19.*

*By attending in-person BNI Chapter meetings, you agree to forever release and waive your right to bring suit against the BNI Chapter, BNI Global, LLC and its affiliates, together with all of their respective present and former officers, employees, Members, directors, agents, servants, representatives, parents, subsidiaries, franchisees, successors, and assigns ("BNI"), in connection with exposure, infection and/or spread of COVID-19 related to your attendance at any BNI Chapter meeting. You understand that this notice means you give up your right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim you may have to seek damages, whether known or unknown, foreseen or unforeseen.*

*This notice shall be binding upon your survivors, heirs, successors, and assigns. You understand and agree that this is a release of liability."*

## **OPTION #2: ONLINE VIRTUAL MEETING**

If you will be joining us virtually online, please use the ZOOM link below:

[PLACE YOUR CHAPTER'S BNI ONLINE URL HERE]

After registering for the online meeting, you will receive a confirmation email containing information about joining the meeting. If you will be joining us online, we recommend using a high-quality microphone and webcam to maximize your ability to participate.



As we do in both our in-person meetings and online, you'll hear about our Members and what they do, and then we'll provide you the opportunity to do a short presentation about your business. Following the meeting, our Visitor Hosts will connect with you for a brief orientation.

We will see you either in-person or virtually at [00:00 AM]. If you are having any trouble getting into the meeting please call or text me ([000.000.0000]) so that I may help.

If you have questions before then, please contact me. We are looking forward to meeting you!

Sincerely,

[Your Name]

President – BNI [Chapter Name]