

# The Reschedule Concierge.

*Three prompts for keeping any live event — a call, a workshop, a webinar — on the rails when real life gets in the way. Fill in your own blanks. Written the day I actually needed all three.*

PROMPT 1 OF 3

## The Last-Minute Cancellation Prompt

*Use when: something's come up and an event needs to move, today.*

I need to cancel/reschedule [event name] happening on [date/time] because [brief reason -- health, emergency, etc.]. Attendees are: [names/emails if you have them]. New date/time: [new date] -- same time, or [new time].

Write me:

1. A short, warm cancellation message for the people already signed up -- apologize briefly, give the new date, include the booking link, don't over-explain the reason.

2. A one-line public post for [social platform] letting anyone who saw the announcement know it moved.

3. Keep both under 80 words. No corporate tone -- write like a person, not a press release.

PROMPT 2 OF 3

## The Reschedule Confirmation Prompt

*Use when: the new date is set and you want people to actually show up this time.*

I just rescheduled [event name] to [new date/time]. I want to confirm with everyone who said they'd come so it actually sticks this time. Here's what I know about them: [names / any notes on why they were excited].

Write me:

1. A short confirmation message, personalized with anything I know about each person.

2. A one-line reminder to send the day before the event.

Keep both under 60 words each. Warm, not naggy.

PROMPT 3 OF 3

## The FOMO Announcement Prompt

*Use when: you want new people to grab a seat before it's gone -- honestly, not hype-y.*

I'm hosting [event name] on [date/time]. It's [free/paid], capped at [number] spots, and here's what makes it worth showing up for: [1-2 real details -- what happened last time, who's coming, what's being covered].

Write me:

1. A short social post that creates real urgency -- reference something concrete (last time's turnout, an actual spot count, a real topic) instead of generic "limited spots!!" hype.

2. A one-line version short enough for a text or DM.

Keep the tone confident, not salesy. No exclamation-point stacking.