



Sample First Meeting Reminder Email from Table Leader

This welcome email should be sent two days prior to the first meeting.

Dear <Table Color> Table Members,

I am so excited to remind you of our first Building Better Moms meeting this <day of week>, September <date>, from <start time> to <end time>. It will be held in room <room #> at the <name of church/meeting location and address>.

Please come hungry! There will be food for us to enjoy together. During this first meeting we will have time to fellowship and get to know one another. If you are using childcare, you can check your child/ren in 15 minutes prior to the meeting start time <use your particular guidelines as applicable>.

Please let me know if you won't be able to attend the meeting. Otherwise I look forward to seeing you soon! Don't hesitate to contact me if you have any questions at all.

Sincerely,

<Insert Your Name>

<Table Color> Table Leader

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