

Event cancellation messaging

If App State is the venue (message to the presenter)

Dear __,

I am writing to inform you that your event, [event name], has been canceled in accordance with [guidance](#) issued by the university.

Please notify your participants.

Thanks for your patience and understanding. We appreciate your continued support of Appalachian State University.

If App State is the presenter and event is canceled

Dear __,

Please note that [event name] has been canceled in accordance with [guidance](#) issued by the university.

If and when this event is rescheduled, we will notify the campus community.

Thanks for your patience and understanding.

If App State is the presenter and event is postponed

Dear __,

Please note that [event name] has been postponed in accordance with [guidance](#) issued by the university. We anticipate rescheduling the event [insert date] and will update the campus community as more information is available.

Thanks for your patience and understanding.

If App State is the presenter and event is moving online

Dear __,

Please note that [event name] is now a virtual event in accordance with [guidance](#) issued by the university. Please visit [event page URL] for updated information and instructions on virtual participation.

Thanks for your patience and understanding.