

# FAQ for Registrants: Email Example

From: University of San Francisco School of Law: **[Name of Student Organization]**

Reply-to Email Address: **[Student Org Email Alias]**

Subject: **[Title of Event FAQ]**

## USF School of Law Evening Program Alumni-Student Mixer: What You Need to Know

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The USF School of Law Evening Program Alumni-Student Mixer is today **Friday, Feb. 1**, and we want to remind you of a few essential details about the event.

### When and where is the USF School of Law Evening Program Alumni-Student Mixer?

The USF School of Law Evening Program Alumni-Student Mixer is today at the University of San Francisco **Downtown Campus**, 101 Howard Street Street, room 154, San Francisco. The event begins at 5:30 p.m.

### Can I still RSVP for a guest?

Yes, please email **[Student Org Email Alias]**.

### Where can I park?

There are many parking garages within walking distance.

#### [201 Spear Street Garage](#)

Address: 201 Spear St, South Beach, San Francisco, CA 94105

Phone: (415) 398-1900

Hours: Monday-Sunday 7 a.m. to 8 p.m.

#### [Rincon Center](#)

Address: 121 Spear St, South Beach, San Francisco, CA 94105

Phone: (415) 882-9468

Hours: Monday-Sunday 6 a.m. to 8:30 p.m.

[More parking options >>](#)

### Is the location accessible?

The site is wheelchair accessible and staff will be available to assist with access.

### Need more information?

Please email **[Student Org Email Alias]**