

# Press Tour Guidelines for Guests

Dear Esteemed Guest,

We are delighted to welcome you to our upcoming press tour. To ensure a smooth and enjoyable experience for everyone, kindly adhere to the following guidelines:

## 1. Arrival and Registration

- Please arrive at least 30 minutes prior to the scheduled start time.
- Check in at the registration desk to receive your media kit and name badge.

## 2. Code of Conduct

- Maintain professionalism at all times.
- Be respectful of all participants and avoid disruptive behavior.

## 3. Photography and Filming

- Obtain permission before photographing or filming any guests or staff.
- Follow the guidelines set forth by our team regarding media coverage.

## 4. Social Media Sharing

- Feel free to share your experiences on social media using our official hashtag: #PressTour2023.
- Tag our official accounts for potential reposts!

## 5. Feedback

- Your feedback is valuable to us. Please take a moment to fill out the post-tour survey provided in your media kit.

We look forward to providing you with an informative and engaging tour experience!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]