

Press Tour Logistics Details

Dear [Event Planner's Name],

We are excited to host the upcoming press tour for [Event Name] on [Date]. Below are the logistics to ensure a seamless experience for all attendees:

Itinerary

- **8:00 AM:** Meet at [Location]
- **8:30 AM - 10:00 AM:** Press Briefing
- **10:15 AM - 12:00 PM:** Site Tour
- **12:15 PM - 1:15 PM:** Lunch
- **1:30 PM - 3:00 PM:** Interviews with Key Speakers
- **3:15 PM:** Closing Remarks

Transportation

Shuttle services will be provided from [Departure Point] to [Event Location]. Please ensure all attendees are aware of the pickup times.

Contact Information

If you have any questions or need assistance, please contact:

- **Name:** [Your Name]
- **Email:** [Your Email]
- **Phone:** [Your Phone Number]

We look forward to a successful event and appreciate your efforts in coordinating this tour.

Best regards,

[Your Name]

[Your Title]

[Your Organization]