

Guest Etiquette Guide

Dear [Guest Name],

We are delighted to welcome you to [Event/Location Name]. To ensure a pleasant experience for all, we kindly ask you to adhere to the following etiquette guidelines:

Arrival

- Please arrive on time to respect the schedule.
- Upon arrival, check in at the reception desk.

During the Event

- Be courteous and considerate to fellow guests and staff.
- Please refrain from using mobile phones during the presentations.

Dining Etiquette

- Wait for everyone to be served before starting your meal.
- Engage in polite conversation and avoid controversial topics.

Thank You

At the end of the event, it's customary to express your gratitude. A simple "thank you" goes a long way.

We appreciate your cooperation in making [Event/Location Name] a memorable experience for everyone.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]