

# VIP Guest Arrival Agenda

Dear [Guest Name],

We are excited to welcome you to [Event Name] on [Date]. Below is your arrival agenda:

## Arrival Details

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue Name, Address]

## Schedule

**Check-in:** [Time]

**Welcome Reception:** [Time]

**Keynote Speech:** [Time]

**Dinner:** [Time]

## Contact Information

If you need assistance during your stay, please contact:

**[Contact Name]**

[Contact Phone Number]

[Contact Email]

We look forward to your arrival!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]