

# Valet Parking Guidelines for Event Organizers

Date: [Insert Date]

Dear [Event Organizer's Name],

Thank you for choosing our valet parking services for your upcoming event. To ensure a smooth experience for both your guests and our valet team, please find below the guidelines we recommend you follow:

## Valet Parking Guidelines

- **Arrival Time:** Please ensure that the valet team arrives at least [Insert Time] minutes prior to the event start time.
- **Signage:** Clear signage for valet drop-off points should be provided to guide guests effectively.
- **Staff Coordination:** Designate a point of contact on-site who can coordinate directly with our valet team.
- **Parking Area:** Ensure that the designated parking area is secured and easily accessible for our valet staff.
- **Special Requests:** If any guests require special assistance, please inform us in advance.
- **Capacity:** Provide an estimate of the number of vehicles expected to ensure adequate staffing and parking availability.

If you have any questions or need further clarifications on the guidelines provided, please do not hesitate to reach out.

We are looking forward to making your event a successful one!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]