

PR Event Logistics Confirmation

Dear [Media Contact Name],

We are pleased to confirm the logistics for the upcoming PR event titled "[Event Name]," scheduled for [Event Date] at [Event Location]. Below are the details for your reference:

Event Details

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Location]
- **Parking Information:** [Parking Details]

Agenda

- [Time] - [Activity]
- [Time] - [Activity]
- [Time] - [Activity]

Media Check-in

Please arrive at least [number] minutes early for media check-in, which will be located at [Check-in Location].

Contact Information

For any questions or further assistance, feel free to contact me at [Your Email] or [Your Phone Number].

We look forward to seeing you at the event!

Best regards,

[Your Name]
[Your Job Title]
[Your Company]