

Event Logistics Confirmation

Dear [Recipient's Name],

We are pleased to confirm the logistics for the upcoming PR event scheduled for [Event Date] at [Venue Name]. Below are the details regarding the venue arrangements:

Event Details

- **Event Date:** [Event Date]
- **Event Time:** [Start Time] to [End Time]
- **Venue Address:** [Venue Address]
- **Expected Attendance:** [Number of Attendees]

Logistical Arrangements

- **Setup Time:** [Setup Start Time] to [Setup End Time]
- **Audio-Visual Equipment:** [Details]
- **Refreshments:** [Details about catering or refreshments]
- **Seating Arrangements:** [Arrangement Type]

Please confirm the above details at your earliest convenience. If there are any adjustments or additional requests, feel free to reach out.

Thank you for your cooperation!

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]