

Community Event Speaking Reminder

Dear [Speaker's Name],

This is a friendly reminder about your speaking engagement at the upcoming community event on [Date] at [Time]. The event will be held at [Location]. We are excited to have you share your insights on [Topic].

As discussed, please arrive at least [X minutes] early to allow time for setup and any technical checks. If you have any presentation materials or equipment needs, please let us know as soon as possible.

Thank you for your participation in making this event a success. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]