

# Wayfinding Sign Requirements for the 2023 Annual Conference

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Wayfinding Sign Needs for the Upcoming Conference

Dear [Recipient Name],

As we prepare for the 2023 Annual Conference scheduled for [Insert Date] at [Insert Venue], I would like to outline our wayfinding sign needs to ensure a seamless experience for all attendees.

## Wayfinding Sign Requirements:

- Entrance Directional Signs
- Registration Area Signs
- Session Room Signs (Room Names and Numbers)
- Restroom Location Signs
- Emergency Exits and Safety Information
- Exhibit Hall Directional Signs
- Parking Area Signs

Please let me know if there are any additional requirements or suggestions for our signage. I look forward to collaborating with you to make this conference successful.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]