

Event Logistics Confirmation

Dear [Recipient's Name],

Thank you for your participation in the upcoming community workshop scheduled for [Date] at [Time]. We are excited to confirm the logistics of the event as follows:

Event Details:

- **Event Name:** [Workshop Title]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue Name and Address]
- **Target Audience:** [Audience Description]

Logistics Information:

- **Setup Time:** [Setup Time]
- **Materials Required:** [List of Materials]
- **Technology Needs:** [AV Equipment, etc.]
- **Refreshments:** [Yes/No, details if applicable]
- **Parking Information:** [Details]

Please confirm your attendance and let us know if you have any specific requirements or questions.

Looking forward to a successful workshop!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]