

# Travel and Stay Details for Event Staff

Dear [Staff Member's Name],

We are pleased to provide you with the travel and accommodation details for the upcoming event.

## Travel Information

- **Departure Date:** [Departure Date]
- **Departure Time:** [Departure Time]
- **Flight Number:** [Flight Number]
- **Airline:** [Airline Name]
- **Airport:** [Departure Airport]

## Accommodation Details

- **Hotel Name:** [Hotel Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Hotel Address:** [Hotel Address]
- **Reservation Confirmation Number:** [Confirmation Number]

## Event Details

- **Event Name:** [Event Name]
- **Event Date:** [Event Date]
- **Event Location:** [Event Location]
- **Contact Person:** [Contact Name and Phone]

Please ensure that you arrive at the airport at least two hours before your scheduled departure. If you have any questions or require further assistance, feel free to contact us.

Safe travels!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]