

Seating Instructions for the Annual Gala

Dear Guests,

We are excited to welcome you to the Annual Gala on **[Date]**, at **[Venue Name]**. To ensure a smooth and enjoyable experience, please find below the seating instructions:

Seating Arrangement

- **Table 1:** VIP Guests
- **Table 2:** Sponsors
- **Table 3:** Media
- **Table 4:** General Attendees

Check-In Process

Please check in at the reception desk upon arrival. You will receive your seating assignment and event program.

Special Accommodations

If you require any special accommodations, please notify our staff before the event.

We look forward to seeing you at the gala!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]