

Event Logistics Coordination Update

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update on the logistics coordination for the upcoming [Event Name] scheduled for [Event Date].

Venue Arrangements

The venue has been confirmed at [Venue Name], and we will have access starting from [Access Date]. Please find the layout attached for your reference.

Transportation

We have arranged transportation for attendees. Buses will depart from [Departure Location] at [Departure Time]. Please ensure that all attendees are notified accordingly.

Catering

Catering services will be provided by [Catering Company]. The menu options were sent, and attendees can choose their preferences by [RSVP Deadline].

Technical Equipment

We will have all necessary technical equipment, including projectors and microphones, set up by [Setup Time]. Please confirm if any additional equipment is needed.

Should you have any questions or require further details, please do not hesitate to reach out. Thank you for your cooperation in making this event a success.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]