

Event Itinerary

Dear [Sponsor's Name],

We are excited to share the itinerary for the upcoming [Event Name] scheduled for [Event Date]. Your support as a valued sponsor is greatly appreciated.

Itinerary Details

- **Date:** [Event Date]
- **Location:** [Event Venue]
- **Time:** [Start Time] - [End Time]

Agenda

1. [Time] - Registration
2. [Time] - Opening Remarks
3. [Time] - Keynote Speaker: [Speaker Name]
4. [Time] - Networking Break
5. [Time] - Panel Discussion
6. [Time] - Closing Remarks

Sponsor Acknowledgments

We will be recognizing our sponsors throughout the event, including:

- Logo placement on event materials
- Verbal acknowledgment during the opening and closing remarks
- Social media shoutouts before and during the event

Thank you for your continued support. We look forward to seeing you at [Event Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]