

Event Preparation Instructions

Dear [Recipient's Name],

We are excited to inform you about the upcoming event, [Event Name], scheduled for [Date] at [Location]. Below are the preparation instructions to ensure everything runs smoothly:

1. Venue Setup

- Arrive at the venue by [Time].
- Ensure all tables and chairs are arranged according to the layout plan.
- Test all audio/visual equipment.

2. Registration

- Set up the registration desk by [Time].
- Prepare name tags for all attendees.
- Have a welcome kit ready for guests.

3. Event Schedule

- Familiarize yourself with the event agenda.
- Ensure speakers and performers are aware of their timings.

4. Catering

- Confirm the catering order by [Date].
- Ensure dietary restrictions are accommodated.

5. Emergency Procedures

- Review emergency exit locations.
- Ensure first aid kit is available.

Please let us know if you have any questions or need further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]