

# Event Setup Guidelines

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Organization]

Dear [Recipient Name],

We are excited to welcome you to [Event Name] on [Event Date]. To ensure a successful event, please follow the guidelines outlined below:

## 1. Venue Setup

- Arrive by [Insert Time] to start setup.
- Ensure all equipment is tested and functioning properly.

## 2. Seating Arrangement

- Chairs should be arranged in a [Specify Arrangement] format.
- Tables for [Specify Purpose] should be placed to the side.

## 3. Technical Requirements

- Ensure audio-visual equipment is set up by [Insert Time].
- Have a backup plan for technical difficulties.

## 4. Decorations

- Use the approved decoration theme: [Insert Theme].
- Decorations should be set up by [Insert Time].

## 5. Event Flow

- Ensure all staff are aware of their roles and responsibilities.
- Review the timeline for activities and breaks.

If you have any questions or need assistance, please feel free to contact me at [Your Contact Information].

Thank you for your cooperation, and we look forward to a successful event!

Best regards,

[Your Name]

[Your Title]

[Your Organization]