

Communication Guidelines for Sponsor Booth

Dear Sponsors,

We are excited to have you at our upcoming event! To ensure a successful experience for both you and the attendees, please adhere to the following communication guidelines:

1. Booth Setup and Branding

Ensure that your booth is set up by the designated time and that all branding materials are appropriate and professional.

2. Staff Conduct

All booth staff should engage with attendees positively and professionally.

3. Promotional Materials

All promotional materials must be approved prior to the event. Please submit any items for review by [insert date].

4. Respectful Communication

Maintain respectful communication both with attendees and fellow sponsors. Avoid disruptive behavior during the event.

5. Feedback Process

Please collect feedback from attendees and share this information with our team for future improvements.

Thank you for your cooperation and support. We look forward to a fantastic event together!

Best Regards,
[Your Name]
[Your Title]
[Organization Name]