

Subject: Gala Dinner Registration Update

Good morning Event Supervisor,

I have reviewed the Attendee Summary Report from Eventbrite and can provide the following update on the Gala Dinner registrations:

Registration Summary:

- **Total tickets ordered:** 537
- **Dietary requirements:**
 - Vegetarian: 52
 - Gluten-free: 27
- **Access requirements:** 54
- **Sheffield Wann:** Registered, 7 tickets ordered
- **Total VIP tickets ordered:** 99

Communication Drafts:

Email Template for Registered Attendees:

Subject: Gala Dinner Confirmation

Dear [Attendee Name],

Thank you for registering for the Gala Dinner! We are excited to welcome you on Saturday, Sept. 24.

Time: 5:30 p.m. arrival for a 6 p.m. start to 11 p.m.

Location: Eatons Hill Hotel Grand Ballroom

Please note that dress code Cocktail

If you have any questions or need to make changes to your registration, please contact us at

www.eventbrite.com/MBRCTA

We look forward to seeing you there!

Best regards,

Md Raashedul

Moreton Bay Regional Council's Tourism Awards Gala Dinner

Email Template for Non-Responders:

Subject: Gala Dinner Reminder

Dear [Non-Responder Name],

We hope this email finds you well.

We're writing to follow up on your registration for the Gala Dinner on Saturday, Sept. 24. If you haven't already done so, please confirm your attendance by Friday, Aug. 26 using the link below:

www.eventbrite.com/MBRCTA

If you have any questions or require accommodations, please don't hesitate to contact us at [Email address] or [Phone number].

We look forward to your response.

Best regards,

Md Rashedul Islam

Moreton Bay Regional Council's Tourism Awards Gala Dinner

Other information:

- You can order a maximum of 10 tickets.
- Secure your tickets before they sell out.
- Follow us on Facebook.
- Tickets can be ordered via www.eventbrite.com/MBRCTA.

Full event details and program are available at www.moretonbay.qld.gov.au

Please let me know if you require any further information or have any questions.

Best regards,

Md Rashedul Islam