

*[Insert Name]:*

I would like to pre-welcome you to your meeting on *[Insert Date]* at *[Insert Time]*.

The meeting will take place in the *[Insert Room Name]* at the Centennial Civic Center located at 13133 E. Arapahoe Road. Here is a [link to an online map](#).

Upon arrival please check-in with the security guard, Eddy, at the desk in the lobby. He will help you sign-in and provide you with a visitors pass.

If you arrive a little early, or need to catch up on emails while you are here, feel free to use the public WiFi titled 'Centennial Guest.'

Please feel free to email or call me if you have any questions before you arrive.

*[Insert Your Name]*