

# Holiday Coverage - Upcoming Events

Dear [Team/Staff/Employees],

As the holiday season approaches, we are excited to announce several upcoming events to celebrate and honor this special time of year. Below are the details for each event:

## 1. Holiday Potluck

**Date:** December 15, 2023

**Time:** 12:00 PM - 3:00 PM

**Location:** Community Hall

Bring a dish to share and enjoy a festive meal together!

## 2. Secret Santa Gift Exchange

**Date:** December 20, 2023

**Time:** 3:00 PM - 5:00 PM

**Location:** Conference Room A

Please sign up by December 10th and keep your assigned person's identity a secret!

## 3. Year-End Celebration

**Date:** December 28, 2023

**Time:** 6:00 PM - 10:00 PM

**Location:** Downtown Banquet Hall

Join us for an evening of fun, food, and festivities to ring in the new year!

We look forward to celebrating together and making this holiday season memorable. Please mark your calendars!

Best Regards,  
[Your Name]  
[Your Position]