

# Club Performance Preparation Notice

Date: [Insert Date]

To: [Club Members/Participants]

From: [Club Name/Organizer]

Dear Members,

As we approach our upcoming performance scheduled for [Insert Performance Date], we would like to remind everyone of the preparations that need to be made to ensure a successful event.

## Preparation Checklist:

- Practice sessions will be held on [Insert Dates and Times]. Please mark your calendars.
- Costumes must be ready by [Insert Deadline]. Please ensure you have all necessary items.
- All participants must arrive at the venue by [Insert Arrival Time] on the performance day.
- Please confirm your attendance for the dress rehearsal on [Insert Rehearsal Date].
- Any additional props or materials must be submitted by [Insert Submission Date].

Should you have any questions or require further information, feel free to reach out to us at [Insert Contact Information].

Thank you for your dedication and hard work. Let's make this performance a success!

Best,

[Your Name]

[Your Position]

[Club Name]