

# Internal Charity Event Guidelines

Dear Team,

We are excited to announce our upcoming charity event aimed at supporting [Charity Name]. Please read the guidelines below to ensure a successful event.

## Event Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

## Participation

All employees are encouraged to participate. Please RSVP by [Insert RSVP Deadline].

## Donations

We will be collecting donations until [Insert Donation Deadline]. Please consider contributing items or funds.

## Volunteering Opportunities

- Setup and decoration
- Event coordination
- Cleanup

If you're interested in volunteering, please reach out to [Insert Contact Person].

## Health & Safety

We will be adhering to all safety protocols to ensure a healthy environment. Please follow the guidelines in place at the venue.

Thank you for your support in making this charity event a success!

Best regards,

[Your Name]  
[Your Position]