

# Welcome to Our Charity Event!

Dear Volunteers,

Thank you for your commitment to making a difference. Below are some important instructions to ensure a smooth and successful event.

## Event Details

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

**Location:** [Insert Venue Address]

## Arrival Times

Please arrive at least 30 minutes before your scheduled shift for orientation and setup.

## Check-In

Check-in at the Volunteer Registration desk upon arrival. You will receive your name badge and instructions for your assigned role.

## Assigned Roles

Your designated roles and responsibilities are as follows:

- Event Setup: [Name(s)]
- Registration Table: [Name(s)]
- Activity Coordinator: [Name(s)]
- Cleanup Crew: [Name(s)]

## Code of Conduct

Please adhere to the following guidelines:

- Be respectful to team members and guests.
- Wear comfortable clothing and closed-toe shoes.
- Report any issues to your team leader immediately.

## Contact Information

For any questions, please contact:

**[Coordinator Name]**

**Phone:** [Insert Phone Number]

**Email:** [Insert Email Address]

Thank you for your dedication and support. Let's make this event a success!

Sincerely,

[Your Organization's Name]