

# Dear Committee Members,

I hope this message finds you in good spirits. As we approach the festive season, it is time for us to come together and plan the holiday decorations for our church.

## Meeting Details

We will hold our first planning meeting on **[Date]** at **[Time]**. The meeting will take place in the **[Location]**.

## Agenda

- Review of last year's decorations
- Discuss theme ideas for this year
- Budget planning
- Assigning roles and responsibilities
- Setting a timeline for decorations

## Bring Your Ideas!

Please come prepared with your creative ideas and any materials you might want to share!

Thank you for your dedication and enthusiasm in making our church a beautiful place during the holiday season. I look forward to seeing you all!

Warm regards,

**[Your Name]**  
**Chair, Holiday Decoration Planning Committee**  
**[Church Name]**  
**[Contact Information]**