

Event Planning for Cross-Functional Volunteer Teams

Dear Team,

We are excited to announce an upcoming event that requires our cross-functional collaboration! The details are as follows:

Event Details

- **Event Name:** Community Service Day
- **Date:** March 15, 2023
- **Time:** 9:00 AM - 4:00 PM
- **Location:** City Park, Main Pavilion

Objectives

The goal of this event is to strengthen our community ties while providing valuable services to those in need. We aim to:

1. Engage volunteers from various departments
2. Promote teamwork and collaboration
3. Make a positive impact in our local area

Action Items

To make this event a success, we need volunteers for the following roles:

- Event Coordinators
- Logistics Support
- Marketing and Communications
- On-Site Volunteers

Please respond by **February 25, 2023**, with your interest in participating and the role you wish to take on.

Let's work together to make a difference!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]